# Job Description

Prepared/Revised Date: December 2024

Job Title: **Bond Network Infrastructure Quality Control Technician**
Job Code: **090543**
Job Family: **Information Technology**
FLSA Status: **Ex-P**
Pay Program: **Administrative**
Pay Range: **L-04**
Work Year: **12 months**

***This position is funded by 2024 bond proceeds. Funding is anticipated through November 2030 or at the completion of Bond projects, whichever comes first.***

**SUMMARY:** Ensure the highest quality and compliance standards in our network communication infrastructure-related construction projects. Play a crucial role in verifying that construction activities meet Division 27 technical guidelines and IT specifications. This position will contribute to the successful deployment and maintenance of telecommunication networks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions | Frequency | % of Time |
|---|---|---|
| 1. Conduct thorough inspections of telecommunication infrastructure at construction sites to verify compliance with project plans, engineering drawings, and regulatory standards | D | 25% |
| 2. Monitor construction activities, including site preparation, Conduit / pathway installation, cable placement, and above ceiling Construction to ensure adherence to safety protocols and quality standards. | D | 20% |
| 3. Document inspection findings, test results, and compliance issues in detailed reports, including photographs, measurements, and written descriptions. Review and coordinate repairs and remediation efforts required to correct any defects to District standards. | D | 20% |
| 4. Communicate effectively with construction crews, project managers, engineers, and clients to address quality-related concerns, resolve issues, and meet project milestones. Provide guidance and support to construction teams regarding quality control procedures, best practices, and corrective actions. | D | 20% |
| 5. Participate in project meetings, reviews, and audits to ensure compliance with standards throughout the construction/delivery process. Measure performance, develop lessons learned, and seek continuous improvement opportunities. | D | 10% |
| 6. Perform other duties as assigned. | Ongoing | 5% |
| TOTAL | | 100% |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Associates Degree preferred.
- Solid understanding of test equipment and reviewing network cabling test results
- Minimum of two (2) years of inspection and/or production experience in IT or a related Construction field.
- Solid understanding of test equipment and reviewing network cabling test results
- Strong working knowledge of various mathematical concepts, including fractions, ratios, and proportions

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must successfully complete a pre-hire, post-offer physical abilities examination

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Good oral and written communication, interpersonal skills, situational negotiation and conflict management skills.
- Knowledge of commercial construction and facilities management preferred.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.

- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to analyze and interpret information.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of Google Suite (preferred) or MS Office (Word, Excel, PowerPoint, Access)
- Advanced knowledge of and experience with personal computers and peripherals.
- Operating knowledge of department-specific software and equipment for project management required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | JOB CODE |
|---|---|---|
| **Reports to:** | Executive Director, Strategic Technology Initiatives | 3042 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|---|---|---|---|
| **Direct reports:** | This job has no direct supervisory responsibilities. | | |

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- None

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands and fingers to handle and/or feel | | X | | |
| Reach with hands and arms | | X | | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | X | |
| Up to 50 pounds | | X | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| 51 to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | X | |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | | X | |
| Compute | | | X | |
| Synthesize | | | X | |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | | | | X |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|---|
| No special vision requirements. | X |
| Close vision (clear vision at 20 inches or less) | |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | |

| NOISE LEVEL: | Exposure Level |
|---|---|
| Very quiet | |
| Quiet | |
| Moderate | X |
| Loud | |
| Very Loud | |