San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Technician, Network
Exemption Status: Non-Exempt
Reports to: Director of Technology
Pay Grade: 08
Works with: District Personnel/Vendors
Days: 226
Dept. /School: Technology Department
Date Revised: 08.01.2024

Primary Purpose:

Perform on-site technical work to install and maintain computer equipment, network equipment and software applications throughout the district or at assigned campuses. Evaluate, install and maintain mounted interactive projectors, ceiling-mounted projectors, audio-visual control panels and speaker systems.

Prerequisites:

- High school diploma, GED
- Associate's degree in information technology (preferred)
- Ability to drive box truck
- Manage/Move inventory using asset management (TipWeb) to designated area

Special Knowledge and Skills:

- *In dept knowledge of WAN/LAN, TCP/IP, Firewalls, Routers, Switches and troubleshooting of devise
- *Knowledge of audio-visual systems
- *Knowledge of computer hardware and software applications
- *Knowledge of DATA privacy principles
- *Ability to install and maintain network cables, hardware and repair.
- *Ability to diagnose problems and perform repairs
- *Able to maintain network infrastructure
- *Excellent verbal and written communication skills

Experience:

- 4 years experience installing, maintaining, and support of network equipment, personal computers, mobile devices, printers, peripheral devices or client based software
- (4)years Telecommunication Skills

Major Responsibilities Essential Duties

1. Inspects, repairs, installs, tests, services and maintains a variety of Audio/Visual systems, including data and voice cable systems, network cabling, raceway and cable.

2. Inspects, repairs, installs, services and maintains audio/visual systems, including connections to electronic equipment such as monitors, televisions and computer equipment.

3. Install, configure, maintain, and upgrade computers and peripherals, network cabling, and network peripherals throughout the district. Relocate computer hardware, peripherals, and equipment as needed.

4. Provide technical assistance to users of computers, instructional equipment, and software.

5. Installs, maintains, tests, troubleshoots and repairs portable and permanently installed multimedia systems and equipment; periodically inspects, cleans and tests permanent multimedia classroom and meeting room, Data closets(NOC) installations and performs minor repairs and services as needed.

6. Assists in the moving, setting up, troubleshooting and repairing of computer hardware electronic equipment, software and audio/visual control systems.

7. Operates a variety of tools and power equipment.

8. Constructs, sets up and dismantles audio/visual equipment for meetings and programs as directed.

9. Drives vehicles to and from work sites in order to transport tools, equipment, and materials.

10. Assists in preventive maintenance and repair related to network equipment.

11. Prepares and maintains detailed records of work performed; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.

12. Communicate fluently in verbal and writing in English.

13. Manage LAN technologies, such as design, security, filtering, monitoring, protocols, and troubleshooting.

14. Install and configure Cisco VOIP telephones

15. Assist with management of wireless networks.

16. Understand and troubleshoot local area networking design, equipment, protocols, and troubleshooting

17. Utilize network troubleshooting tools (Penta Scanner, sniffers, ping software systems, bandwidth monitoring and utilization software.

18. Prioritize requests based on several factors.

19. Coordinate and implement networking and related projects.

20. Upholds and adheres to safety rules and policies of SBCISD.

21. Perform any other duties assigned under the direction of the Director of Technology.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals; box truck or van.

Posture: Prolonged sitting and standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

Lifting: Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Exposure to electrical hazards; occasional prolonged and irregular hours; frequent districtwide travel; May be required to be on-call 24 hours a day (Emergency only).

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____