

Wentzville R-IV School District
Position Description
Locator: 3.32

Position Title: Phone/Network Cable Installer (Tech 1)
Reports To: Director of Technology

SUMMARY

Performs installation and maintenance to ensure network cables are maintained in accordance with current EIA/TIA standards and manage and support the district's phone system.

QUALIFICATIONS/REQUIREMENTS

Must possess Technology industry certifications or equivalent work experience. Associates degree required (Bachelor degree, preferred). Five (5) or more years in the technology field with experience in the following areas: End User Technical Service, Project Planning, and Technology Installations. A+ certification. Network Cabling Certification.

ESSENTIAL JOB DUTIES

- Establish voice and data networks by running and pulling copper and fiber optic cables.
- Install and maintain cable pathway systems such as J-hooks, D-rings, and cable racks.
- Document networks by labeling faceplates, patch panels and cables and updating blueprint diagrams and specifications.
- Assemble and install communications equipment such as network racks, ladder rack, cable management, power apparatus and network switching equipment.
- Inspect cabling systems and equipment on a regular basis so that any malfunctions or potential problems can be determined and handled on time.
- Terminate and test new cables to ensure they are properly incorporated into the system and comply with EIA/TIA specifications.
- Setup, maintain, and troubleshoot the district's phone system and voicemail system
- Provide maintenance and technical support for district computers (and their peripherals) throughout the district.
- Assists all employees in day-to-day operation and implementation of technologies, including troubleshooting, repairs, and other forms of technical support.
- Assists in maintaining up-to-date knowledge of hardware and equipment contracts, software licenses and annual maintenance contracts.

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OTHER DUTIES AND RESPONSIBILITIES

Perform other duties as assigned by the Director of Technology.

PHYSICAL DEMANDS

Must have the ability to lift up to 30 lbs. on a routine basis to move equipment, and the ability to climb ladders to install, replace or repair equipment.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Twelve-month year. Salary and work year to be in accordance with current pay plan and district policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with district policy on evaluation of support staff personnel.