



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Data Communications Technician I**  
 Job Family: **Information Technology**  
 Prepared/Revised Date: **November 14, 2018**

FLSA Status: **Non-Exempt**  
 Pay Range: **IT50H**  
 Job Code: **38202**

**SUMMARY:** Responsible for configuring, installing, maintaining, troubleshooting, implementing, and planning Wide Area Network (WAN), Local Area Network (LAN), wireless, wired and voice telecommunication systems. Perform routine moves, adds, and changes for network and phone connections. Train employees in the use of communications equipment, including wired and wireless data network systems, voice terminals, and personal computers.

**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. **Frequency of duties, percent of time and work year may vary based on department or building assignment.***

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform routine moves, adds, and changes for network and phone connections.	D	10%
2. Configure, install, and maintain voice communications equipment, including voice switches, voicemail systems, call accounting, E911, and stations.	D	5%
3. Troubleshoot and coordinate support efforts for issues with phone networks and connections.	D	5%
4. Install and maintain network wiring, including fiber-optic, CAT5E/CAT6, and multi-pair backbone copper cable.	D	5%
5. Coordinate with service providers, vendors, and staff.	D	5%
6. Train staff in the use of communications equipment, including data network systems, voice terminals, and personal computers.	D	5%
7. Maintain documentation of all systems.	D	5%
8. Actively participate on project teams and contribute to overall project team objectives; provide expertise, document processes.	D	2%
9. Attend work and arrive in a timely manner.	D	1%
10. Troubleshoot and coordinate the resolution of issues with the WAN, laterals, and various attached LAN segments including wireless networks.	W	5%
11. Perform locating services for all buried cable, emergency locates as part of on call duty.	W	5%
12. Assist in the planning, coordination, and implementation of upgrades and new installations of voice/data infrastructure within both existing and new construction sites with District staff, contractors, architects, vendors, and service providers.	W	2%
13. Configure, install, and maintain data communication equipment, including Wireless Access Points (WAP), network switches, routers, hubs, terminal servers, multiplexors, DSU/CSU units, and modems.	M	40%
14. Work on call for network emergencies when necessary.	M	1%
15. Assist in the planning and design of voice and data networks, including network topology, VOIP, structured network cabling systems, standards and equipment.	Q	1%
16. Perform other duties as assigned.	Ongoing	3%
	<b>TOTAL =</b>	<b>100%</b>



### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate's degree in information technology, networking, computer science, or a related field
- One to two years of experience in a related position
- Equivalent combination of education and experience acceptable

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Industry and vendor certifications a plus, such as BICSI ITS, CompTIA A+, CompTIA Network+, CCNA
- Valid Colorado driver's license
- Criminal background check required for hire

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Strong customer service skills
- Basic math skills
- Organizational and time management skills
- Working knowledge of TCP/IP protocols; IP addressing/sub-netting; RF and wireless protocols, Voice-over-IP (VoIP) principles; network concepts, technologies and protocols, including topologies, routing and switching in both data and voice networking
- Familiarity with TIA/EIA telecommunications standards, BICSI standards, and data/voice test equipment/procedures
- Familiarity with Windows, iOS, and Mac OSs and ability to use a wide variety of applications, including common productivity tools and specialized management tools
- Basic knowledge of telephone switch operation and adjunct systems
- Ability to read and interpret schematics and technical data
- Ability to work within an environment of limited resources and urgent deadlines
- Ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
- Ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to write clear and accurate documentation at both the end-user and the technical levels
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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

### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Advanced operating knowledge of Wide Area Network (WAN), Local Area Network (LAN) and voice telecommunication systems
- Operating knowledge of and experience with hand tools, test equipment and ladders
- Operating knowledge of and experience with personal computers, peripherals, media equipment, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	



**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 to finger, handle 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		
Up 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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Vibration	x			

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

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	