



JOB DESCRIPTION

Title	Network Technician	Created	April 2017
Department	Information Systems	Revised	
Job Class	RU 18	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Provide low voltage installation/support for Clatsop County phone systems and networks. Provide installation and support for County video, phone, surveillance and security systems.

Essential Functions

- Perform the installation, maintenance and technical support for the wired/wireless infrastructure of the County's telecommunications system operating in a 24/7/365 environment.
- Perform the installation, maintenance and technical support for the wired/wireless infrastructure of the County's Local Area Network (LAN) operating in a 24/7/365 environment.
- Perform the installation, maintenance and technical support for the wired/wireless infrastructure of the County's Wide Area Network (WAN). The County WAN provides services to the Sheriff's Office and County Jail for 24/7/365 access to the Law Enforcement Data System (LEDS); State of Oregon DHR access for District Attorney Child Support and County Public Health Department. Remote locations of the County WAN include Rural Law Enforcement District substations, Animal Shelter, CEDC Fisheries, the County Fair & Expo and the Emergency Operations Center.
- Perform the installation, maintenance and technical support of special equipment systems which include, but are not limited to, fire and security alarm systems, video surveillance, sound systems, access control, intercom/phone systems.
- Participate in problem solving and analysis of County Networks. Assist in planning, coordinating, and implementing the wiring of County telecommunications and network projects as needed.
- Evaluate the need for new and/or upgrades to the network/telecommunications wiring and equipment.
- Provide technical expertise for installation, repair, maintenance and relocation of County wiring. This includes but is not limited to fiber optic cables, category 5, 5e, 6, etc. cables and phone cables.
- Act as a liaison with telecommunication vendors.
- Initiate and complete assigned projects in a timely and accurate manner.
- Receive direction from the Information Systems Manager. This position may coordinate the work of other position classifications as needed.
- If outside contractors are needed, supervises the performance of all installations, moves or changes to the County low voltage wiring.
- Communicate effectively both orally and in writing.
- Establish and maintain effective communication with County departments and end users.
- Follow all safety rules and procedures established for the work environment.
- Perform advanced journeyman level low voltage trade work.



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- Other duties as assigned.

Mandatory Qualifications

- Four years of journeyman level experience in low voltage applications.
- Must have a current low voltage license.
- Must understand POTS, CAT5, CAT5e, CAT6 etc. wiring standards
- One to three years' experience with installation, repair and maintenance of security/alarm systems, PBX/intercom and telecommunications systems.
- One to three years' experience with installation, repair and maintenance of video surveillance systems.
- The ability to assemble/disassemble network cabling and personal computers and peripherals.
- Demonstrated ability to work well under pressure and to meet competing deadlines.
- Flexibility to prioritize tasks according to departmental and county needs.
- Ability to create and maintain system documentation.
- Ability to maintain confidentiality.
- Experience accessing internet information resources.
- Must pass CJIS security training and have current driving privileges in the state of Oregon.

Desired Qualifications

- Experience with vehicle modification for low voltage equipment.
- Tower work, including installation and maintenance of wiring and equipment.

Physical Demands

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. Incumbent will be required to lift between 35-60 pounds (i.e. PCs, computer paper, printers) on a daily basis.

Working Conditions

Some travel between County buildings will be required. Position also requires occasional overtime or work schedule adjustments in order to perform computer functions.

Supervisory Responsibility

Supervision of other employees is not a responsibility of this position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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