



HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

NETWORK TECHNICIAN

JOB SUMMARY

Under general supervision of the Director of Information Technology, provide technology related support for all sites and programs; perform skilled work with the installation, repair and maintenance of a variety of computer equipment, peripherals and applications in relations to the Local Area Network and District Wide Area Network; troubleshoot and perform timely repair of computer systems; assist the Network Managers in maintaining proper support for all hardware and software District wide; assist users in resolving technical problems; and perform other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Assist and collaborate with the Network Managers with installation, configuration and maintenance of Novell and Microsoft servers, routers, switches, and any hardware/software related to the Local Area Network and Wide Area Network;
- Assist with installation, configuration and maintenance of Novell software and all related Novell utilities;
- Assist with District Anti-Virus and Anti-SPAM systems;
- Assist in creating operation manuals;
- Assist in creating, revising and deleting users in Novell and other applications that requires a user login;
- Assist with maintaining the District Web Server hardware/software;
- Assist with District data backup process and ensure proper operations;
- Install new and re-assigned computer hardware and software;
- Diagnose, repair and provide preventive maintenance for a variety of computers and peripheral equipment;
- Test new and existing computer equipment;
- Order and store replacement parts and maintain tools;
- Use a variety of electronic test instruments in diagnosing problems;
- Test equipment and supplies used in servicing and repairing computers and peripheral devices;
- Construct or adopt test equipment; install and maintain interfaces and wiring between computers and accessories;
- Assist staff in evaluation and developing specifications of computer hardware and software;
- Serve as a resource to administrators, teachers and staff;
- Train staff in computer repair and maintenance procedures and techniques;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of Novell, Microsoft operating system and LAN/WAN network structure;
- Knowledge of Novell ZENWorks and Groupwise and network protocols;
- Various types of electronic test equipment, materials and tools used in computer repair work;
- Basic electrical and electronic theory;
- General public relations;
- Personal computer operating systems from DOS5.0 to Windows XP;
- Common personal computer business and utility software.

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(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to:

- Efficiently maintain and repair computer equipment and systems;
- Organize and follow work schedules;
- Learn and utilize new and current technologies;
- Test new and existing computer equipment;
- Understand and carry out oral and written directions;
- Perform duties quickly and accurately;
- Work effectively despite frequent interruptions;
- Establish and maintain an effective working relationship with those contacted in the course of work.
- Communicate clearly, both orally and in writing;
- Be courteous and respectful when dealing with the user community;
- Maintain current knowledge of appropriate technological advances.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school, and the possession of the knowledge and abilities listed above.

Experience: Two (2) or more years of general computer and LAN/WAN network maintenance, installation and repair work experience required. Novell and/or Microsoft Certification preferred, but not required. An Associate degree or Certificate of Completion from an approved trade school in computer repair or closely related fields may substitute for one year of the required experience.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Heavy work involving lifting, carrying, pushing and/or pulling of objects weighing up to 100 pounds with frequent lifting and/or carrying objects weighing up to 50 pounds. Ability to carry on normal speech and hearing activities; physical dexterity in limbs and digits to operate hand and power driven tools and equipment commonly used in the electronics field; ability to bend, stoop, grasp and reach.

Working Conditions: School, office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies. Proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 41

April 2015