TITLE:

INFRASTRUCTURE SPECIALIST

QUALIFICATIONS

Knowledge of

- 1. Knowledge of client hardware and operating systems used in Information Systems.
- 2. Advanced electronic and electrical theory as it relates to Information Systems.
- 3. Local Area Network (LAN) and Wide Area Network (WAN) software and hardware.
- 4. Data processing systems and procedures.
- 5. Data communications and network protocols.
- 6. Ethernet topologies and technologies along with industry standards for installation and implementation.
- 7. Advanced installation, configuration and deployment of networks using industry standards such as TIA , ISO, and BICSA.
- 8. Proper English usage, reading, writing, punctuation, and math at a level necessary to perform assigned tasks.
- 9. Modern office practices and procedures.
- 10. Safety rules and regulations for this position.
- 11. Methods, materials, equipment, and tools used in the maintenance of user workstations, mobile devices, technology systems and software used by the district.
- 12. Internet resources as related to your field or job function.

Ability to

- 1. Follow safety rules and regulations for this position.
- 2. Establish and maintain effective work relationships with those contacted in the performance of required duties.
- 3. Learn and follow the operations, procedures, policies, and requirements of an assigned program of operational unit.
- 4. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
- 5. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
- 6. Present and maintain a pleasant appearance and demeanor.
- 7. Work successfully with diverse groups of people.
- 8. Be a productive and active team member.
- 9. Communicate effectively and tactfully in both oral and written form using the English language.
- 10. Understand and carry out verbal and written instructions, policies, and procedures in an. independent manner.
- 11. Work independently and maintain high standards of workmanship.
- 12. Read and interpret technical manuals.
- 13. Install, repair and service district supported end-user systems and technologies.
- 14. Prepare and maintain work records and schedules; complete necessary reports.
- 15. Determine work priorities and schedule work effectively and efficiently.
- 16. Recommend appropriate installation of data-communications cabling infrastructure.
- 17. Install, repair and service technology cable infrastructure.
- 18. Install, repair and service technology infrastructure as it relates to voice, video and data cabling and connectivity.

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Ability to (continued)

- 19. Perform skilled work safely and proficiently using a variety of hand tools and equipment associated with cabling repair, maintenance, and installation.
- 20. Read and effectively interpret schematics, blueprints, and sketches.
- 21. Estimate the scope and costs of work assignments and to secure the necessary tools and materials to complete each assignment.

Training and Experience

- 1. Equivalent to completion of the twelfth (12th) grade, supplemented by courses specializing in computer operation, installation, maintenance, and repair.
- 2. Two years of directly related experience, certificate or degree in networking of data systems.
- 3. Certification as a BICSI ITS Technician, similar certification, or state license (C7) preferred.
- 4. Demonstrate working knowledge of LAN/WAN physical topology, industry cabling standards and components/equipment.
- 5. Any combination of training and experience equivalent to a minimum of Five (5) years of experience with Ethernet networks, VOIP networks, Ethernet Wireless, and Video distribution.
- 6. Good work history and attendance.
- 7. Any combination of training and experience equivalent to a minimum of Five (5) years of experience in providing technical support in a large enterprise environment.

REPORTS TO: Director of Educational Technology and Information Systems or designee

JOB GOAL: Performs the installation, modification, repair and maintenance of telephony, multimedia presentation and data cabling/connectivity systems and surveys installation areas to determine work methods, tools, materials, etc. Coordinates work flow and is responsible for making independent judgments and adhering to proper installation guidelines. In addition to installation and repair the Infrastructure Specialist will install equipment and be involved in some facets of configuration and deployment.

ESSENTIAL FUNCTIONS

- 1. Perform installation and maintenance of all low voltage and structured cable distribution systems including data, voice, audio visual, and security.
- 2. Maintain and reference industry standards including ANSI, EIA/TIA, FCC and local low. Voltage codes as it relates to installation of all low voltage, optical cable and presentation systems.
- 3. Perform installation, diagnosis, maintenance and repair of internal optical systems including multimode and single mode fiber.
- 4. Installation, repair, and maintenance of low voltage racking and management systems as per industry standards including copper and fiber termination equipment.
- 5. Troubleshoot low voltage and optical issues using advanced test equipment and methods.
- 6. Use industry recognized tools and equipment to perform installation, maintenance and repair of all low voltage and optical systems including non-industry specific equipment such as ladders, drills, and other mechanical and electrical tools.

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ESSENTIAL FUNCTIONS (continued)

- 7. Perform cleanup and removal of abandoned or broken cabling infrastructure and devices including security, data, audio visual and voice.
- 8. Inspection, analysis and rectification of existing infrastructure to ensure compliance with industry standards including BISCI, ANSI, EIA/TIA, FCC and local low voltage code.
- 9. Perform documentation, identification, mapping, and labeling of technology low voltage, optical infrastructure including asbuilts, test results, and maintenance logs
- 10. Troubleshoot, configure, and repair media presentation devices and systems.
- 11. Assist in developing of project plans for district low voltage, optical and media presentation systems including required materials, completion schedules, and tool/equipment list.

OTHER FUNCTIONS

- 1. Pick up and deliver or arrange/coordinate for pick up/delivery of equipment at district facilities.
- 2. Maintain inventory of infrastructure supplies, equipment and tools.
- 3. Maintain records of pending and completed work/service requests, prepares written and oral reports, as required.
- 4. Recommends standards for district connectivity infrastructure.
- 5. Establishes protocols and procedure for the installation and repair of district cabling and presentation infrastructure.

PHYSICAL ABILITIES

- 1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- 2. Able to conduct verbal conversation.
- 3. Able to hear normal range verbal conversation (approximately 60 decibels.)
- 4. Able to sit, stand, stoop, kneel, bend, and walk.
- 5. Able to sit for sustained periods of time.
- 6. Able to kneel or squat for extended periods of time.
- 7. Able to climb slopes, stairs, steps, ramps, and ladders.
- 8. Able to lift up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
- 9. Able to carry up to twenty-five (25) pounds frequently, and fifty (50) pounds occasionally.
- 10. Able to push and pull objects weighing up to forty (40) pounds.
- 11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- 12. Able to exhibit full range of motion for shoulder abduction and adduction.
- 13. Able to exhibit full range of motion for elbow flexion and extension.
- 14. Able to exhibit full range of motion for shoulder extension and flexion.
- 15. Able to exhibit full range of motion for back lateral flexion.
- 16. Able to exhibit full range of motion for hip flexion and extension.
- 17. Able to exhibit full range of motion for knee flexion.
- 18. Able to operate office machines and equipment in a safe and effective manner.
- 19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy.
- 20. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.

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PHYSICAL ABILITIES (continued)

- 21. Able to operate a variety of powered and manual equipment commonly found in computer equipment diagnoses and repair services in a safe and effective manner.
- 22. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS

- 1. Must use safety equipment and devices designated for this position.
- 2. Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record; and be insurable at standard rates by district's insurance carrier and maintain such insurability during the course of employment.

TERMS OF EMPLOYMENT: Twelve-month work year Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Director of Educational Technology and Information Systems or designee will complete the evaluation.

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A TOBACCO-FREE, DRUG-FREE WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER

Board of Education Approved: May 22, 2014 Revised: May 13, 2021