

**Position Description**  
**Lead Technician - Telecommunications and Networking**  
**Department: Technical Services**

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**POSITION PURPOSE**

The Lead Technician - Telecommunications and Networking designs, installs, maintains, and repairs the College's telecommunication and networking facilities. Assists the College in providing a technologically advanced learning and working environment.

**NATURE AND SCOPE**

The Lead Technician - Telecommunications and Networking is responsible for all activities related to the design and implementation of a network systems, architecture and topology. Other decisions, such as approving major capital expenditures for equipment and supplies, are referred to a higher authority.

**EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES**

1. Meets with department heads, chairs, faculty and other technicians to discuss telecommunications and network needs.
2. Assists in the design of telecommunications and network systems to suit the needs of College, department, or division.
3. Installs, tests, maintains, and repairs telecommunications and network systems including LAN and/or WAN, voice, data, audio and public address systems.
4. Determines the source of errors and repairs equipment and/or coordinates repairs with other technicians.
5. Supervises and inspect work of outside contractors.
6. Meets with consultants on campus wide infrastructure projects to discuss needs and outcomes and guides project completion.
7. Assists in the evaluation and purchase of new telecommunications and networking hardware and technologies; meets with vendors to negotiate pricing.
8. Submits status reports to management and staff, and faculty and staff involved in various projects.
9. Performs related duties as necessary.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

Knowledge of District policies and procedures

Knowledge of complex network and telecommunications equipment i.e., EIA/TIA communications standards including 568A, 569, 570, 606 and 607

Practices and procedures used in the design, installation and repair of a wide range network communications equipment e.g., LAN, WAN, ethernet, video, audio and digital and analog voice, using Category 5 cabling systems, shielded and unshielded twisted pair, coaxial and fiber-optic cable

Sound safety procedures and practices as applied to and network communications

### **Skills and Abilities:**

Design, install, repair, maintain, and operate a variety of complex technical equipment at a highly skilled level

Understand complex technical manuals and drawings related to equipment installation, operation, maintenance and repair

Detail oriented

Strong problem solving skills

Strong mathematical ability

Excellent written and oral communication

Excellent interpersonal skills

Ability to work independently

Management ,organizational and supervisory skills

### **Education and Experience:**

A.S. degree in Computer Science or related field

3-5 years directly related experience

### **Working Conditions:**

Regular exposure to electrical, mechanical and/or physical factors which are generally protected against or predictable

Ability to lift up to 75 lbs.