Lead Infrastructure Technician

Park Hill School District

Purpose Statement
The job of Lead Infrastructure Technician is done for the purpose/s of integrating technology to enhance the learning environment; installing and maintaining computer hardware and software; providing technical support to site administrators, staff and students; and resolving school site operational issues.

This job reports to the Manager of Network Infrastructure

Essential Functions
• Attends departmental meetings for the purpose of providing and/or gathering information relating to job functions.
• Maintains manual and electronic documents, files and records (e.g. preventive maintenance, purchases, inspections, repair logs, etc.) for the purpose of documenting activities, conveying information and/or providing an up-to-date reference and audit trail.
• Performs basic network troubleshooting for the purpose of maintaining critical site operations.
• Prepares status reports, user guides and related materials for the purpose of documenting activities, providing written reference and/or conveying information.
• Repairs computers, peripherals, and electronic equipment (e.g. television systems, projectors, video cameras/recorders, electronic controllers, theater systems, etc.) for the purpose of maintaining equipment in a safe and functional operating condition.
• Responds to a variety of questions from site staff, parents and students for the purpose of providing information, guidance or referral.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing diagnostic and application software; adhering to safety practices; and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: electronics analysis; multiplatform operating systems and personal computers; appropriate system security; associated peripheral equipment; and troubleshooting methodologies.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with
data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; establishing effective working relationships; displaying mechanical aptitude; communicating with technologically diverse groups; being attentive to detail; and working under time constraints.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization’s services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience**

Job related experience with increasing levels of responsibility is required.

**Education**

Targeted, job related education with study in job-related area.

**Equivalency**

<table>
<thead>
<tr>
<th>Required Testing</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Capacity Test</td>
<td>Driver’s License &amp; Evidence of Insurability</td>
</tr>
<tr>
<td>Job-Related Skills Proficiency Test</td>
<td></td>
</tr>
</tbody>
</table>

**Continuing Educ./Training**

Maintains Certificates and/or Licenses

<table>
<thead>
<tr>
<th>Clearances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice Fingerprint/Background Clearance</td>
</tr>
</tbody>
</table>

**FLSA Status**

Exempt

**Approval Date**

**Salary Range**