 **Network Technician I Standard Job Description**

**Classification Title:** Network Technician I

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 63

**Job Description Summary:**

The Network Technician I is responsible for routinely assisting in the installation and construction of the University’s networks. Assists in routine network hardware maintenance and network troubleshooting.

**Essential Duties and Tasks:**

**40% Installation and Maintenance of Network Infrastructure**

* Assists in the installation of unshielded twisted pair cable and fiber optic cables to required standards and tests and certifies network to required installation standards using various low voltage and light-source cabling test equipment.
* Assists in field troubleshooting of data communications networks.
* Assists in the maintenance of documentation of installation activities and network connections.

**20% Technical Support and Operations**

* Assists in basic microcomputer operations and configuration duties.
* Assists in the use of circuit records and network commands.
* Assists in the utilization of inventory databases.

**10% Carpentry and Mechanical Duties**

* Completes light carpentry and mechanical duties and maintains communications utilizing radios.

**10% Training and Development**

* Participates in training and professional development sessions.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Associate degree or equivalent technical school certification in electronics or telecommunications, or any equivalent combination of education and experience.
* No experience required.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively others.
* Exposure to various operating systems (Unix, Windows), network architecture, network protocols, office productivity software and understanding of building and construction codes.

**Machines and Equipment:**

* Computer: 30 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**