INFORMATION TECHNOLOGY CABLE PLANT ASSISTANT

DEFINITION

Under general supervision of the assigned manager/supervisor, incumbents are responsible for the coordination of all aspects of Information Technology Cabling in facilities throughout the district.

TYPICAL DUTIES

Serves as the lead IT infrastructure inspector for all new buildings, remodels, or changes throughout all district facilities. Works in conjunction with district facilities planners and inspectors. Coordinates all cabling related work and installation with contractors. Inspects and monitors IT infrastructure projects for standards compliance and quality assurance. Tests the results of the IT infrastructure project for successful operation.

QUALIFICATIONS

EXPERIENCE

Two years experience working in network infrastructure design; network planning or related field and project management. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

An Associate of Arts degree or equivalent in computer science, electrical engineering or related field. NOTE: Four years combined college level course work and experience in network planning and design, engineering, electronics or related field may be substituted for degree requirement.

SPECIAL REQUIREMENTS

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

KNOWLEDGE OF

Knowledge of electronic principles, practices, and techniques involved in all aspects of IT infrastructure including but not limited to basic electronics to broadband cable systems and fiber optic systems. Knowledge of IT infrastructure facility requirements, industry standards, requirements and techniques. Knowledge of common computer applications; effective communication, leadership, planning and project management techniques, inspecting and designing skills. Knowledge of future industry directions in the development of new products.

SKILL IN

Skill in inspecting and evaluating the quality of products; critical thinking; finding information and identifying essential information; and finding ways to structure or classify multiple pieces of information. Skill in controlling the operations of equipment or systems; determining the kind of tools and equipment needed to do a job; identifying the nature of problems; and problem solving. Skill in understanding written sentences and paragraphs in work related documents; communicating effectively with others

orally and in writing as indicated by the needs of the audience; and listening to what other people are saying and asking questions as appropriate.

ABILITY TO (ESSENTIAL FUNCTIONS)
The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with faculty, students, staff, peers, and management; exercise initiative and mature judgment; work as a member of a team; and develop and meet schedules and time lines. The ability to plan, organize, prioritize, and direct the workload of assigned areas of responsibility and work independently with minimum supervision; provide team leadership and direction; understand and explain complex procedures and instructions; and learn and adapt to new technologies, procedures and policies. The ability to move, lift, and maintain related equipment; lift heavy objects with and without assistance; and prioritize and coordinate activities with vendors, users, and staff. The ability to design and build a system to meet verbal and written requirements and to plan and create a working drawing of equipment for an application.

TYPICAL EQUIPMENT USED (May include, but not limited to)
Current office technologies, computers, printers, copiers, faxes, and telephones.