

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

POSITION TITLE District Technology Systems Specialist

ORIGINATION DATE 8/1988

LAST REVISION DATE 10/2004

IMMEDIATE SUPERVISOR Director of Business Services

BAND & GRADE C-4-2-10

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Install and maintain power limited electrical circuits and equipment, local and wide area networks, maintain and update district computers and printers, Telecommunications equipment, fire and safety equipment, security equipment, video surveillance equipment, television distribution equipment and sound systems resulting in maximum educational success.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
Install and Maintain Power Limited Electrical Circuits and Equipment	C4			Licenses required:	Evidence will indicate that:
1.01 Determine need for, design, install and maintain power limited circuits, devices and panels.	B2	D		1. State of Minnesota Power Limited Electrical License.	1.01 Electrical circuits, devices and panels were installed and maintained in accordance with applicable codes and proper engineering procedures.
1.02 Supervise installation and maintenance of power limited circuits, devices and panels by people working under my license.	B2	D		Skills:	1.02 Work done by others will be installed correctly and to code.
1.03 Coordinate and instruct co-workers of proper installation requirements and codes.	B2	Q		1. System designing	1.03 Co-workers will know the proper way to install power limited circuits.
1.04 Perform preventive and corrective maintenance on electro/mechanical equipment	B2	D		2. Blueprint readings	1.04 Preventive and corrective maintenance was performed on electro/mechanical equipment
1.05 Develop specifications, procedures and summaries for competitive quoting procedures.	C4	Q		3. Schematic readings	1.05 Specifications and recommendations were developed in accordance with competitive quoting procedures.
1.06 Maintain knowledge and inform supervisor of changes and developments in electrical engineering regulations, policies and procedures.	NB	Q		4. Vehicular operations	1.06 Engineering personnel and supervisor were informed of current procedures and techniques.
1.07 Identify, analyze and produce solutions for electrical engineering problems and emergencies.	C4	D		5. Operating test equipment	1.07 Routine and emergency situations were solved in a timely and effective manner.
				6. Operating power and hand tools	
				7. Calculating equipment	
				Knowledge:	
				1. National Electric Codes (NEC)	
				2. State of Minnesota Inspection methods and requirements	
				3. Electrical controls	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

				<p>4. Electrical conservation methods and procedures</p> <p>5. District policies and procedures</p> <p>Ability to:</p> <ol style="list-style-type: none"> 1. Read and interpret blueprints 2. Read and interpret schematics 3. Plan 4. Communicate 5. Organize 6. Effectively implement plans 7. Relate to others effectively 8. Learn additional maintenance procedures and systems 	
--	--	--	--	---	--

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

Specify, Install, Maintain Fire, Security and Video Surveillance Equipment	C4			Licenses required:	Evidence will indicate that:
2.01 Determine need for, design, install, program and maintain Fire, Security and Video Surveillance Equipment.	C4	D		1. State of Minnesota Power Limited Electrical License.	2.01 Fire, Security and Video Surveillance Equipment were installed
2.02 Supervise installation and maintenance of fire, security and video surveillance cables by people working under my license.	C4	D		Skills:	2.02 Work done by others will be installed correctly and to code.
2.03 Coordinate and instruct co-workers of proper installation requirements and codes.	C4	D		1. System designing	2.03 Co-workers will know the proper way to install fire, security, and video surveillance circuits.
2.04 Interface equipment with other systems when required to supervise functions – boilers, phone lines, etc	C4	D		2. Blueprint & Schematic reading	2.04 Other systems are properly monitored for their functions
2.05 Identify, analyze and produce solutions to daily and emergency problems	C4	D		3. Operate and interpret test equipment	2.05 Systems were repaired promptly and effectively
2.06 Setup state certifications schedules established by state mandate	B2	Q		4. Operating power and hand tools	2.06 State Inspections were completed on time annually
2.07 Develop specifications and procedures for competitive bidding procedures	C4	Q		Knowledge:	2.07 Specifications and recommendations were developed in accordance with competitive quoting procedures
2.08 Coordinate outside contracting for service with vendors	C4	Q		1. National Electric Codes (NEC)	2.08 Contracting with vendors was completed and within budget
2.09 Train staff on use and functions of the Fire, Security and Video Surveillance Equipment	C4	D		2. National Fire Protection Association Codes(NFPA)	2.09 Staff know how to use the systems
2.10 Coordinate with other maintenance departments in performing preventative and corrective maintenance	C4	D		3. State of Minnesota Inspection methods and requirements	2.10 Corrective and preventative maintenance was completed
				4. Electronic Fire Systems and requirements	
				5. Security Systems and proper use of the different sensors and relays	
				6. Video Surveillance Systems and camera, lens and mounts.	
				7. Computer software to interface systems	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

				<p>8. District policies and procedures</p> <p>Ability to:</p> <ol style="list-style-type: none"> 1. Interpret blueprints and schematics 2. Plan and organize and communicate 3. Effectively implement plans 4. Relate to others effectively 	
--	--	--	--	--	--

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

Install and Maintain Local Area Networks and Wide Area Network	C4			Licenses required:	Evidence will indicate that:
3.01 Determine need for, design, install and maintain network infrastructure and electronics.	B2	D		1. State of Minnesota Power Limited Electrical License.	3.01 Networks are installed and operating in accordance to State of Minnesota code and manufactures specifications.
3.02 Supervise installation and maintenance of network cables by people working under my license.	C4	D		Skills of:	3.02 Work done by others will be installed correctly and to code.
3.03 Coordinate and instruct co-workers of proper installation requirements and codes.	C4	D		1. System designing	3.03 Co-workers will know the proper way to install network cables.
3.04 Maintain knowledge and inform supervisor of changes and developments in networking regulations, policies and procedures	NB	Q		2. Blueprint reading	3.04 Supervisor was informed of current procedures and techniques.
3.05 Identify, analyze and produce solutions for network engineering problems and emergencies.	C4	D		3. Interpret network language	3.05 Routine and emergency situations were solved in a timely and effective manner.
3.06 Assist building administrators with upgrades, enhancements for efficient and effective improvements.	B2	Q		4. Operate and interpret test equipment	3.06 Improvement shown in network performance
3.07 Coordinate cooperative tasks with co-workers to insure efficient work flow on cooperating projects.	C4	D		Knowledge of:	3.07 Job tasks were complete in cooperation with other departments.
				1. National Electrical Codes (NEC)	
				2. State of Minnesota inspection methods and requirements	
				3. Cabling standards and installation requirements	
				4. IEEE Wireless standards, installation techniques and requirements	
				5. TCP/IP, AppleTalk, NFS, and NetBIOS networking protocols	
				6. Routers and routing protocols	
				7. DHCP server protocols	
				8. Apple, Microsoft Windows, Novell,	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

				<p>Linux and Unix networking functions and protocols</p> <p>9. District policies and procedures</p> <p>Ability to:</p> <ol style="list-style-type: none"> 1. Read schematics 2. Manage time and organize 3. Communication skills 4. Maintain knowledge level to industry requirements 5. Design, procure and install network hardware 6. Read and interpret industry publications 7. Learn new procedures and systems 8. Provide tech support to network administration and users 	
--	--	--	--	--	--

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>Specify, Maintain, and Upgrade District Computers and Printers</p> <p>4.01 Coordinate, design, develop, and maintain District standards for computers and printers being purchased and maintained with the District Technology Coordinator.</p> <p>4.02 Perform corrective and preventive maintenance on computers and printers</p> <p>4.03 Perform upgrades to RAM, Drives and Processors</p> <p>4.04 Identify, analyze and correct computers defects</p> <p>4.05 Setup and maintain service records</p> <p>4.06 Coordinate and instruct co-workers of proper daily service techniques</p>	<p>B2</p> <p>C4</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>B2 C4</p>	<p>Q</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>		<p>Skills of:</p> <ol style="list-style-type: none"> 1. Operating and interpret test equipment results 2. Computer operation 3. Printer operation 4. LAN and WAN operation 5. Schematic reading 6. Data interpretation 7. Operating peripheral components 8. Instructing building techs on daily maintenance procedures <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Industry standards and emerging technologies. 2. Apple, Microsoft Windows, Novell, Linux and Unix operating systems. 3. Laser and Inkjet printer technologies. 4. Computer parts and function of each part in the system. 5. Computer language and program development. 	<p>Evidence will indicate that:</p> <p>4.01 Minimum standards are created for the District of what should be purchased and what should be maintained.</p> <p>4.02 Computers and printers were repaired to manufactures specifications.</p> <p>4.03 Upgrades were performed to manufactures specifications.</p> <p>4.04 Computers were maintained in a timely manner.</p> <p>4.05 Maintenance logs were maintained in a neat and timely manner. Warranty repairs and records completed</p> <p>4.06 Building media and tech staff will know the proper way to service computers</p>
---	--	---	--	---	--

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

				<p>6. Computer use in education and the classroom.</p> <p>7. Computer terminology and test procedures.</p> <p>Ability to:</p> <ol style="list-style-type: none"> 1. Read and interpret manufactures service manuals and operating manuals. 2. Organize efficient and effective procedures. 3. Train and educate designated personnel. 4. Setup computer and related equipment. 5. Provide computer solutions for district staff. <p>May Be Required to Obtain and Maintain The Following Certifications:</p> <ol style="list-style-type: none"> 1. Apple Technician Certifications 2. Dell Technician Certifications 3. HP Technician Certifications 	
--	--	--	--	--	--

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

Specify, Install, Maintain Telecom Equipment	C4			Licenses required:	Evidence will indicate that:
5.01 Determine need for, design, install, program and maintain telephone PBX systems.	C4	D		1. State of Minnesota Power Limited Electrical License.	5.01 Telephone PBX systems were installed and functioning
5.02 Supervise installation and maintenance of telecom cables by people working under my license.	C4	D		Skills:	5.02 Work done by others will be installed correctly and to code.
5.03 Coordinate and instruct co-workers of proper installation requirements and codes.	C4	D		1. System designing	5.03 Co-workers will know the proper way to telecom circuits.
5.04 Interface PBX systems with voicemail and auto-attendant and maintain connections	C4	D		2. Schematic & blueprint readings	5.04 Voice mail systems integrate with the phone systems
5.05 Interface equipment when needed to function on phone lines – fax, modems, voicemail, alarm communicators, paging equipment.	C4	D		3. Vehicular operations	5.05 Special equipment are able to utilize the phone lines as needed
5.06 Identify, analyze and produce solutions to daily and emergency problems	C4	D		4. Operate and interpret test equipment	5.06 Systems were repaired promptly and effectively
5.07 Develop specifications and procedures for competitive bidding procedures	C4	Q		5. Operating power and hand tools	5.07 Specifications and recommendations were developed in accordance with competitive quoting procedures
5.08 Coordinate outside contracting for service with vendors	C4	Q		6. Calculating equipment	5.08 Contracting with vendors was completed and within budget
5.09 Train staff on use and functions of the telephone system	C4	D		Knowledge:	5.09 Staff know how to use the system
5.10 Coordinate with other maintenance departments in performing preventative and corrective maintenance	C4	D		1. National Electric Codes (NEC)	5.10 Corrective and preventative maintenance was completed
				2. State of Minnesota Inspection methods and requirements	
				3. PBX systems and Voicemail systems	
				4. Computer software to interface systems	
				5. District policies and procedures	
				Ability to:	
				1. Read and interpret blueprints	
				2. Read and interpret schematics	
				3. Plan	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>Specify, Install, Maintain Master Clock Systems, Television Distribution and Sound Systems</p> <p>6.01 Determine need for, design, install, program and maintain Master Clock Systems, Television Distribution and Sound Systems.</p> <p>6.02 Supervise installation and maintenance of clock, TV distribution, and audio cables by people working under my license.</p> <p>6.03 Coordinate and instruct co-workers of proper installation requirements and codes.</p> <p>6.04 Interface equipment with other systems when required – Telephone PBX, etc</p> <p>6.05 Identify, analyze and produce solutions to daily and emergency problems</p> <p>6.06 Develop specifications and procedures for competitive bidding procedures</p> <p>6.07 Train staff on use and functions of the Sound System and Television Distribution</p> <p>6.08 Coordinate with other maintenance departments in performing preventative and corrective maintenance</p>	<p>C4</p> <p>C4</p> <p>C4</p> <p>C4</p> <p>C4</p> <p>C4</p> <p>C4</p> <p>C4</p>	<p></p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>Q</p> <p>D</p> <p>D</p>	<p></p>	<p>4. Communicate</p> <p>5. Organize</p> <p>6. Effectively implement plans</p> <p>7. Relate to others effectively</p> <p>Licenses required:</p> <p>1. State of Minnesota Power Limited Electrical License.</p> <p>Skills:</p> <p>1. System designing</p> <p>2. Schematic & blueprint readings</p> <p>3. Operate and interpret test equipment</p> <p>4. Operating power and hand tools</p> <p>5. Calculating equipment</p> <p>Knowledge:</p> <p>1. National Electric Codes (NEC)</p> <p>2. State of Minnesota Inspection methods and requirements</p> <p>3. Master Clock functions</p> <p>4. Television Distribution and requirements</p> <p>5. Sound Systems</p>	<p>Evidence will indicate that:</p> <p>6.01 Master Clock Systems, Television Distribution and Sound Systems were installed</p> <p>6.02 Work done by others will be installed correctly and to code</p> <p>6.03 Co-workers will know the proper way to install TV and audio circuits.</p> <p>6.04 Other systems are properly connected</p> <p>6.05 Systems were repaired promptly and effectively</p> <p>6.06 Specifications and recommendations were developed in accordance with competitive quoting procedures</p> <p>6.07 Staff know how to use the sound system and television distribution</p> <p>6.08 Corrective and preventative maintenance was completed</p>
--	---	---	---------	---	--

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

				<p>6. District policies and procedures</p> <p>Ability to:</p> <ol style="list-style-type: none"> 1. Read and interpret blueprints 2. Read and interpret schematics 3. Plan 4. Communicate 5. Organize 6. Effectively implement plans 7. Relate to others effectively 	
--	--	--	--	--	--