

**City of Sallisaw
Job Description**

Job Title: Senior Network Technician

Exempt (Y/N): No
Date: January 2023

Department: Telecommunications
Reports To: IT Manager

SUMMARY

Performs and coordinates technical operations of the fiber optic system, including but not limited to, cable television, Internet, telephone and all related operations to insure signal quality and reliability. Maintains: servers, routers, switches, firewalls, data and voice communications lines, operating systems and other types of software and hardware. Participates in the design and planning of infrastructure to support new applications and technologies. Functions as supervisor of the department in the absence of the Telecommunications Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

1. Under the direction of the IT Manager, on a daily basis, coordinates the operations of the DiamondNet fiber network, including daily work of support technicians and the daily needs required for the continued operations of the network on a high level.
2. Works to ensure the signal quality and service reliability of the fiber telecommunications system.
3. Install and maintain local and wide area networks. Install and maintain servers, workstations, routers, switches, firewalls, fiber and twisted pair cable and specialized hardware and software as needed throughout the communications network.
4. Buildout, installation and maintenance of fiber and wireless Internet services.
5. Work closely with third party service providers to ensure service reliability.
6. Is responsible for assigned projects through completion, including quality control of contractor work to ensure that project deadlines are met and comply with the specifications of the Authority. Provides regular status reports of projects to the Telecommunications Superintendent.
7. Identify computer related needs of the fiber telecommunications system. Evaluate and recommend for approval the purchase of computer related equipment and software.
8. Perform preventative maintenance and backup of all servers as needed.
9. Perform daily tests and troubleshooting as needed on the fiber system to ensure system performance meets applicable standards.
10. Participates in emergency fiber restorations, including fiber preparation, fusion splicing and planning permanent repairs. This could be outside or inside work.
11. Participates in standby duties on a periodic basis.
12. Assigns work task, maintains records, monitors work schedules.

13. Trains employees and provides performance feedback.
14. Appear for scheduled work with regular, reliable and punctual attendance.
15. Other duties as assigned.

QUALIFICATIONS

Ability to use computers and sophisticated software; experience in Transmission Control Protocol/Internet Protocol (TCP/IP) and Internet connectivity issues; experience in fiber optic installation and splicing; experience in twisted pair cabling.

Must possess a valid Oklahoma driver's license.

EDUCATION AND EXPERIENCE

High School diploma or equivalent or Associates Degree in computer science, electronics or related technical field; two years experience installing and maintaining network operating systems and equipment; experience with various types of server software; one to two years administering electronic mail on a local or wide area network.

SUPERVISORY RESPONSIBILITIES:

As crew leader assigns work, assists the Telecommunications Superintendent in the daily operation of the department. Functions as the department head in the absence of the Telecommunications Superintendent.

LANGUAGE SKILLS

Ability to: Read, analyze and interpret technical manuals and procedures, business periodicals, professional journals, regulatory requirements and procedures; ability to write reports, business correspondence, and procedure manuals; ability to communicate clearly and concisely, orally and in writing; ability to respond to questions from employees, clients, customers and the general public.

INTERNAL AND EXTERNAL COMMUNICATION

Position requires the ability to communicate in a clear and straightforward manner both orally and in writing. Must be able to maintain a cooperative working relationship with other departments and personnel of the city.

MATHEMATICAL SKILLS

Ability to: Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rates, ratios, and percentages.

REASONING ABILITY

Must have the ability to define problems, collect data, establish facts, and draw valid conclusions. Must be able to read and interpret technical manuals and statistical data. Must be able to deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, an employee is regularly required to walk, stand, sit, talk and hear (in person and by telephone). Must be able to use hands and fingers to handle and feel, as well as operate standard office equipment. Must be able to climb step stools and ladders; and reach with hands and arms. Must be able to lift and carry at least 50 pounds. Frequent reaching above shoulder level as well as bending and kneeling. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee works under typical office conditions, and the noise level is moderately quiet. Frequently the employee is required to work outside in inclement weather, climb ladders, and work in confined spaces under extreme heat or cold. May be at risk of electrical shock. Occasionally exposed to loud or prolonged noise levels. Employee may be called to work after normal working hours.

****A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of the City of Sallisaw.**

Approved: 
City Manager

Date: 1/23/2023

Date Modified: 1/3/2023