

TOHONO O'ODHAM UTILITY AUTHORITY

Position Description Network Technician

Department: Internet
Reports To: Network Coordinator
FLSA Status: Non Exempt
Shift: 8:00 AM – 4:30 PM
Salary Level 6
Prepared By: Tohono O'odham Utility Authority
Prepared Date: 01/2022
Approved By: Mike Bethurem, General Manager
Approved Date: 01/31/2022

SUMMARY

Employee will be responsible for providing Network support to in-house and external customer. This position requires a high degree of intervention and resource management, interpersonal skills and aptitude for solving technical problems with computers, software and network equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for installing, maintaining, upgrading & repairing the following:

Email Systems	Wide Area Network	Local Area Network
Active Directory	Virus Protection	Back up and recovery
DNS	Network monitoring	Server health/welfare
DSL back end	SAN support	SQL
VMware	Wireless management	

- Will assist Lead Sr. Network Technician with overflow of assignments
- Provide support to technicians
- Suggest upgrades, updates, new products and solutions to internal and external networks and devices
- Works with other departments within TOUA to define technology needs; which include project planning, equipment testing, recommendations and/or working with outside software vendors
- Wireless will include internal wireless system, as well as TOUA Wireless service offered to customers.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required personal characteristics includes: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, ability to gain and maintain the respect of others.

TOHONO O'ODHAM UTILITY AUTHORITY

- The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE

- Associate's degree (A.A) or equivalent from two-year college or technical school; or three year related experience and/or training; or
- Equivalent combination of education and experience.

LANGUAGE SKILLS

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publications that conforms to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Arizona driver's license

OTHER SKILLS and ABILITIES

- Fluent in the Tohono O'odham Language, preferred
- Should be ten (10) key proficient.
- Must be computer literate and familiar with a variety of software packages.
- Should have excellent typing skills and be capable of accurately producing forty (40) words per minute.

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 job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear.
- The employee must occasionally lift and/or move up to 30 pounds.

TOHONO O'ODHAM UTILITY AUTHORITY

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.