



City of Tempe

ENTERPRISE NETWORK TECHNICIAN I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	196	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$25.975481
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$35.066827
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Enterprise Network Engineer II+
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Technicians

DISTINGUISHING CHARACTERISTICS
<p>This is the entry level class in the Enterprise Network Technician series. This class is distinguished from the Enterprise Network Technician II+ by the performance of the more routine tasks and duties assigned to positions within the series including fundamental testing and maintenance of telecommunication or network systems. Since this class is typically used as a training class, employees may have only limited related work experience.</p>

REPORTING RELATIONSHIPS
<p>Receives general supervision from the IT Supervisor or from other supervisory or management staff.</p>

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two years of increasingly responsible technical experience in radio, voice and data communications or a current Cisco Certified Enterprise Network Technician (CCENT) certification. Proficiency in installation, operation, maintenance and repair of electronic equipment.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by college courses in electronic or communications engineering or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Must possess and maintain a valid driver's license. ● Possession of, or required to obtain within six months, a valid Cisco Certified Entry-level Network Technician (CCENT) certification.

ESSENTIAL JOB FUNCTIONS
<p>Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.</p>

To actively support and uphold the City's stated mission and values. To perform moderately complex technical work in the design, installation, and maintenance of communications equipment in the radio or voice and data functions.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Install, repair, and maintain communications equipment including radio base station equipment; portable and fixed mobile radios; microwave equipment; telephone systems; data communication systems; display systems; and other related electronic equipment
- Program subscriber units, assist users with radio interoperability, and interface equipment with PRWN/TOPAZ network
- Perform move, add, and change necessary to meet departmental needs for voice, radio, data, video, and mobile communications
- Interface with Arizona Blue Stake to properly mark underground information technology assets
- Identify and evaluate system problems and design effective solutions to communications network problems
- Assist in the preparation of specifications for the purchase of communications equipment; maintain contact with vendors to obtain information on product changes and new products
- Ensure that equipment is in compliance with Federal regulations; perform equipment tests as part of preventative maintenance; adjust and tune FCC licensed transmitters
- Provide complex technical assistance to users of the communications system; provide on-call support on evening and weekends in case of network failure or in case assistance is needed by the city departments
- Direct and coordinate the work of contract personnel working in the Technical Center
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised March 1995</i> <i>Revised January 2008 (title change & update min quals)</i></p>