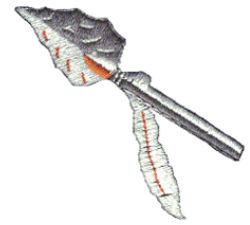


SCAPPOOSE SCHOOL DISTRICT 1J
33590 SE High School Way
Scappoose, OR 97056



POSITION DESCRIPTION

Technology Engineer

Revised Date: June 2019

Range Assignment: 35

Qualifications:

- High school diploma or equivalent
- Good working knowledge of networks, PCs, Wi-Fi
- Familiarity with Windows 7 through 10, Windows Server 2008 through 2012, Microsoft Office, Adobe Creative Suite and Clonezilla Imaging Software, JAMF MDM Interface, Cisco Aeronet Wi-Fi Controller Interface, FreePBX Phone Server Interface
- Working knowledge of various software packages
- Good working knowledge of data downloads, uploads and network systems
- Demonstrated ability to work as part of a successful team, to communicate technical information to non-technical staff and to train others in the use of PCs, dumb terminals and software
- Must be able to function with a high level of confidentiality
- Must be able to work flexible hours, when needed
- Valid Oregon drivers license

Reports to: Facilities Manager

Performance Responsibilities:

- Diagnose first level network connectivity problems and monitor switch performance
- Work with ESD and CTA to establish ongoing documentation and server/network planning
- Manage staff application and operating system licenses
- Create and maintain technology inventory
- Establish planning for system replacements and technology changes.
- Manage classroom technology including VGA projectors, TVs, document cameras, audio equipment and Tablet computers
- Setup and manage all network printers and print queues
- Manage annual IT budget
- Manage phone server interface
- Provide exemplary customer service and technical support to staff in a timely manner
- Manage Google domain (G Suite) and products
- Manage Mobile Deployment System

Performance Duties:

- Build, configure and deploy desktop PC's and laptops
- Create and manage file system and shares on district servers
- Install new switches and wireless access points
- Install and maintain portable device connectivity and functionality
- Install and maintain desktop applications and operating systems
- Setup and maintain new printers, projectors, document cameras and other peripherals
- Install and manage repairs of district TV's, audio devices and other technology devices
- Install replacement bulbs and clean air filters in VGA projectors
- Assist in setup for special computer needs such as presentations and webinars
- Help educate staff on application, PC, portable and peripheral systems functionality

Physical Requirements:

Physical Requirements	N/A	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/pulling Max weight: 40 lbs			X		
**Lifting/Carrying Max weight: 40 lb			X		
*items typically moved: chair, table,					

box					
** Items typically lifted: paper, book, binder, text books, computer parts					

Physical demands represent 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 of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk, stand and climb. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of this job, the employee will visit various buildings for installation, maintenance, inspection and meetings.

Terms of Employment:

12 months/year. Probationary period as noted in Bargaining Agreement. Salary and work year according to current schedule. Performance of this position will be evaluated in accordance with the Collective Bargaining Agreement.

I, _____ have read and understand the above requirements for this job position and understand its contents.

I am aware that my position description may be revised or updated at any time and one notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Signature _____ **Date** _____