



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: PT Network Technician
DEPARTMENT.....: Finance
DIVISION.....: Information Technology
CLASSIFICATION/GRADE.....: Network Technician/108
REVISED.....: 01/2020
REPORTS TO.....: Network Administrator
REVIEWED.....: 01/2020
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

Under the direct supervision of the Network Administrator, the primary responsibility of this position is to maintain the daily operations of the end-user's hardware, and to assist Senior Network Staff with operations of TPCG Networks and servers. Perform all duties listed under BASIC FUNCTION.

BASIC FUNCTIONS:

1. Install and support end-user hardware including (but not limited to) computers, printers, phones, and scanners.
2. Install, support, and troubleshoot of network cabling.
3. Assist in maintaining documentation and inventory for network equipment.
4. Must keep abreast with new technology and products.
5. When needed, assist in training user on new technologies and techniques.
6. Perform any and all other duties as required or instructed.

OTHER REQUIREMENTS:

1. Must obtain and maintain security clearance.
2. Must be strong team player with the willingness to help others.
3. Ability to work well with the general public, computer users and sales representatives.
4. Be able to physically move and setup computer related equipment.
5. A valid Louisiana Driver's License.

EDUCATION/EXPERIENCE:

1. High School Diploma
2. At least one-year experience with the operations and installation of PC based network systems.
3. Knowledge of the latest versions of VMware virtual infrastructure software for servers, Microsoft Office, Windows, Active Directory, Microsoft Exchange, Microsoft Lync, and TCP/IP protocol is highly desirable.
4. Experience with routers, switches and firewalls and working knowledge of VoIP PBX systems also highly desirable.