



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **NETWORK/INFRASTRUCTURE SPECIALIST**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Responsible for Hidalgo County's physical cabling infrastructure and multimedia systems including installations, maintenance, modifications and repairs. Responsibilities encompass all inside and outside wiring that includes fiber, coax, and copper cabling systems used for voice, data, wireless, video distribution, digital signage, projectors, displays, and some audio integration. Duties include assisting with the design, configuration, installation, management, and support of networking, communication, and instructional technologies. This position will acquire familiarity with structured cabling, fiber optic and copper cabling plants, patch panels, cable management, voice amplification systems, projector installations, video systems, digital signage, uninterruptible power supplies and redundant power systems, environmental monitoring, instructional technology installations, voice over IP systems, and video surveillance.

EXAMPLES OF WORK PERFORMED

Analyze the plans of network infrastructure for new or proposed sites; reviews blueprints and project manuals for infrastructure requirements; reviews construction work for compliance; oversees implementation of all aspects of network infrastructure installations.

Provide design input and direction to architects, engineers, and project managers on telecommunication infrastructure for construction projects managed by other County departments.

Develop cost estimates for actual budgets or feasibility studies on telecommunication infrastructure projects.

Maintain vendor contacts for networking supplies.

Maintain inventory of construction materials and equipment. Research and plan for the implementation of new infrastructure technologies to support the County's overall telecommunication systems.

Coordinate joint activities with outside government agencies on telecommunication infrastructure projects.

Diagnose equipment and/or system malfunction and performs corrective action.

Specify and supervises the use of sophisticated test equipment including fiber optic and copper cable test units.

Perform physical installation of wiring, cables, and equipment. Document wiring and equipment installations and modifications. Configure and test newly installed network systems.

Some evening and weekend work may be required

Performs such other duties as may be assigned

Regular attendance is a must

EXPERIENCE AND EDUCATION

Bachelor's Degree from an accredited college or university in Information Technology

Experience in the information technology field

Knowledge of industry standard computer hardware and software

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of telecommunication network architectures, configurations, protocols, and interfaces.

Ability to manage multiple projects with little supervision and minimal direction.

Knowledge of installation, termination, and testing all forms of cabling infrastructure. Low voltage and/or Fiber Optic certifications preferred.

Knowledge of the standards for installing, operating, maintaining telecommunication networks especially construction principles, federal, state, and local codes, and industry standards and practices. This includes specifically managing data closets and data cabling.

Ability to adapt and evolve to rapidly changing work environments and standards.

Requires the ability to read a variety of reports, correspondence, technical manuals, forms, logs, charges, etc

Requires the ability to prepare a variety of reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style

Requires the ability to speak to people with poise, voice control and confidence

Requires the ability to apply principles of logical or scientific thinking to define problems, Collect data, establish facts and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables

Requires the ability to deal with people beyond giving and receiving instructions

Must be adaptable to performing under minimal level of stress when confronted with persons acting under stress

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations