



# City of Tempe

## ENTERPRISE NETWORK TECHNICIAN I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	196	<i>Department:</i>	Information Technology
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Enterprise Network Engineer II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range			

**DISTINGUISHING CHARACTERISTICS**

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.

**REPORTING RELATIONSHIPS**

Receives general supervision from the IT Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience in one (1) of the following: communication cabling, trunked radio, network security, switches, routers, telephony, wireless, security monitoring/access systems.
<i>Education:</i>	High school diploma, GED or equivalency.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Possession of a valid driver’s license.</li> <li>• Possession of, or required to obtain within six (6) months, Cisco Certified Technician (CCT) certification.</li> </ul>

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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.

- 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 equipment is compliant 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.
- Assists with conducting research work to analyze technical data pertaining to extensive telecommunications systems; develops network solutions to data transmission requirements.
- Assists in diagnosing network problems and equipment failures.
- Identifies and diagnoses circuit failures, notifies service provider of outages, manages provider response and coordinates service restoration.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;

- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## 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>  <a href="#">City of Tempe, AZ: Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised March 1995*  
*Revised January 2008 (title change & update min quals)*  
*Revised September 2022 (minimum quals & job duties)*