

## **Network Wiring/Audio Visual Technician**

*A complete application includes all application materials, proof of education and three supervisory references. Internal applicants must have a minimum of one reference from a **current supervisor** from within HCPSS. References must be updated annually. Applicants must submit all required materials by the closing date.*

*Currently all full-time and part-time HCPSS staff are required to provide proof of full COVID-19 vaccination or undergo weekly testing.*

To learn more about HCPSS, please visit our website at <https://www.hcpss.org/>.

### **Description:**

Under the direction of the Assistant Manager of Field Network & Audio Visual Services, the Network Wiring/Audio Visual Technician is responsible for on-site physical support of network wiring and audio-visual equipment and related electronic systems.

### **Essential Job Functions:**

- Works with Howard County Public School System (HCPSS) entities, as assigned, to ensure all technology networking and audio visual related issues and concerns are resolved
- Ability to perform work requiring climbing, walking, sitting, squatting and/or physical exertion
- Ability to pick up and carry 50 pounds
- Ability to climb a ladder and to utilize a Genie Lift
- Abide by all state, federal, HCPSS and departmental policies, procedures, guidelines, processes and standards
- Required to Work Evening shift when needed for Board Meetings, Events and other Projects

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

### **Examples of Work:**

- Utilizes the HCPSS service order ticketing system to ensure customer requests are addressed in accordance to the documented HCPSS Technology Department service level agreements
- Troubleshoots and repairs network equipment and network data
- Troubleshoots and repairs telephone cabling drops
- Installs, terminates, tests, and maintains AV, voice and network data connectivity
- Installs, terminates and tests Ethernet and fiber optic cables
- Works with Howard County Public School System (HCPSS) entities, as assigned, to ensure all technology networking and audio visual related issues and concerns are resolved

- Maintains accurate records of work performed and materials used
- Provides audio-visual operational support for Board of Education meetings and other functions
- Interacts with audio-visual vendors to resolve issues and maintain optimal system performance
- Provides training and support and is a liaison to end users and staff on equipment operation, installation and repair issues
- Assists in the preparation of bid proposals, as needed.
- Sets up and troubleshoots video production systems (Live Stream , Newtek Tricaster)
- Sets up and troubleshoots AV switching and control systems
- Communicates in a positive and effective manner with staff, administration and co-workers

**Minimum Qualifications:**

**Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to specifically address each qualification.**

**Education:**

High School diploma or GED (must scan and upload to the online application). Foreign credentials must be evaluated as U.S. High School diploma or above.

**Experience:**

1-2 years of experience troubleshooting, maintaining and repairing Audio Visual Systems, low voltage AV, voice and data connectivity.

**Additional Desired Experience/Certifications:**

- Electronic Training Program certification or comparable formal training
- Experience working in a K-12 or college/university setting
- Working knowledge of networking equipment, such as routers and switches.
- Experience in troubleshooting, repairing, and maintaining antenna, cable, and media distribution systems.
- Knowledge of network architectures, VLANs and protocols including Ethernet, frame relay, TCP/IP
- Knowledge of common application programs such as Microsoft Office and Visio.
- Knowledge of various Apple and Microsoft Operating Systems
- Certified IPTV systems programmer and Integrator.
- Experience with Video production, Editing, Studio equipment and systems repair.
- Experience with setup and repair of Video Conferencing systems. (Teams , Zoom , Google Meets)

**Physical Requirements:**

- Ability to perform work requiring climbing, walking, sitting, squatting and/or physical exertion
- Ability to climb a ladder and to utilize a Genie Lift
- Ability to pick up and carry 50 pounds

**Required Knowledge, Skills and Abilities:**

- Ability to troubleshoot, maintain, and repair low voltage voice and data connectivity
- Knowledge of current wiring standards and practices
- Ability to work as a team member, as well as independently to solve technical problems
- Knowledge of applicable safety rules and standards, such as Maryland Occupational Safety and Health (MOSH)
- NEC and Local Electrical codes
- Excellent customer service experience

**Required Licenses and Certificates:**

Valid driver's license and a good driving record.

**Employee Safety:**

The employee is responsible for using safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is also responsible for using safe practices and methods in the operation of equipment and supplies related to his/her particular job.

**Salary:**

This is a 12-month position, Salary Grade 9 on the Maintenance/Warehouse Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/afscme-agreement.pdf>) (Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System). **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

**Application:**

A complete online application and all application materials, including **three** reference surveys, must be submitted by the closing date to be considered. Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS, returned by the closing date of the posting.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Laurie Watts  
Recruitment Specialist  
Office of Human Resources  
[Laurie\\_Watts@hcpss.org](mailto:Laurie_Watts@hcpss.org)

**Additional Information:**

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

**Pre-employment Physical:**

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

**Employee Safety:**

This employee is responsible for directing assigned custodians in the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The building supervisor is also required to direct and supervise custodians in the safe operation of equipment and in the safe practices and methods related to their particular job.

This employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, students, staff or community assigned to the building and reporting same to the appropriate administrator.

**Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.**

### ***Equal Opportunity Employer***

*HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training and career development.*