

MARSHALL MUNICIPAL UTILITIES

ADMINISTRATIVE SERVICES DEPARTMENT

JOB DESCRIPTION

Revised 08/17

TITLE: Network and Programming Specialist

PAY RANGE: 14

JOB LOCATION: 75 E. Morgan, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty as may be scheduled or unscheduled during emergencies, storms, outages or periods of equipment failure, and as necessary to accomplish work.

BASIC DESCRIPTION OF WORK: Learn and understand MMU's internal and external data and communications systems in order to improve, expand, maintain and troubleshoot in cooperation with others and individually as needed. Performs a variety of technical and skilled tasks in support of MMU's computer and communication systems. Responsibilities include, but are not limited to development, installation, configuration, testing, maintenance, monitoring, and troubleshooting of hardware, software, and network infrastructure, systems, and equipment.

This job requires the following education and/or experience:

- Bachelor's Degree in computer sciences or related discipline; or
- College level, trade school, or certification training coursework in Computer Science, Networking, Communications, Computer Information Systems, Programming, Engineering or Design; or
- Reasonable equivalent experience

This job requires the following,

- (1) at the time of hire:
 - a. Telephone at residence (cellular or landline acceptable)
 - b. Valid Missouri Class F Driver's License
 - c. Familiarity with computer systems
 - d. Familiarity with networking of communication systems
- (2) obtained on the job:
 - a. Residency within or in close proximity to Marshall

PRIMARY DUTIES OF JOB: Collaborates with the Communication Systems Specialist and coworkers to meet on-going needs for MMU's computer and communication systems. Develops, maintains, improves and migrates MMU's programs using multiple computer languages that may include: C#, Visual Basic, VB.Net, VBA, PHP, HTML and others as needed. Creates, modifies, and tests code, forms, and script. Coordinates the resolution of hardware, software system and network problems including contacting support or repair personnel as necessary. Performs network troubleshooting as needed to resolve problems with both hardware and software. Installs, configures, tests, maintains, monitors, and troubleshoots networked peripheral devices, cabling, and networking hardware and software products. Prepares, maintains, and adheres to procedures for logging, reporting, and statistically monitoring network data. Performs on-site analysis, diagnosis, and resolution of issues for a variety of complex

systems. Recommends and implements corrective hardware and software solutions, including off-site repair. Performs additional duties as deemed necessary.

SECONDARY DUTIES OF JOB: Install, configure, maintain, and troubleshoot PC's, printers, and software for all MMU departments. Perform server administration. Handles Internet service calls, over the phone and at the customer's site when warranted. Provide assistance in various areas of MMU. May assume other duties as assigned.

To do this job you must be able to:

- Operate a personal computer on a professional level of experience; includes use of laptop
- Understand, write and convert between hexadecimal, binary, and decimal
- Perform some hexadecimal and binary calculations
- Perform some algebraic and geometric calculations
- Learn and apply specialized computer languages
- Distinguish and recognize colors
- Visually (in a variety of conditions) obtain accurate data from various written material
- Work safely alone and with others in a compatible manner
- Understand safety codes, written symbolic and verbal instructions of a complicated nature
- Read and understand maps and blueprints, electrical schematics and electrical drawings
- Operate electrical test equipment
- Operate various power and hand tools such as crimpers, cable strippers, screwdriver
- Communicate effectively, in English, verbally in person and by telephone/radio, and through written material including e-mail
- Operate a vehicle with frequent in and out
- Wear standard safety equipment including hard hat and eye and ear protection
- Function with rapport regarding suppliers, engineers, contractors, the general public, employees of MMU and management

PHYSICAL DEMANDS:

- 1) Walk, climb and descend ladders and stairs
- 2) Lift moderate weights (30- 50 lbs.)
- 3) Work in confined spaces and heights
- 4) Squat, kneel, bend and reach overhead

ENVIRONMENTAL CONDITIONS: Work will be primarily indoors with some outdoor duties required. May be subjected to adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

SUPERVISION RECEIVED: Works under the general supervision of the Administrative Services Director and the direct supervision of the Communication Systems Specialist or others as assigned.

SUPERVISION GIVEN: None under normal conditions. May assist in or be responsible for the training of personnel in apprentice position as assigned by the Communication Systems Specialist.