

**SUPREME COURT OF APPEALS OF WEST VIRGINIA
POSITION DESCRIPTION**

Division:	Division of Technology Services	Date Created:	2018 02-02
Position Title:	Tier 1 Wiring Technician	FLSA Status:	
Direct Reports to:	Network/Infrastructure Manager	Position Level:	
EEOC Code:		Salary Range:	\$40,000-\$45,000

Position Summary:

This is a technical position responsible for the network wiring, cable, and infrastructure installation.

Essential Position Duties and Responsibilities:

- Installation/relocation of network racks, infrastructure equipment, Ethernet cable, A/V wiring, and fiber optic runs in a variety of courtroom and office environments.
- Tests, troubleshoots, documents, and resolves issues with Ethernet cable, A/V wiring, and fiber optic cabling.
- Manages work orders to ensure timely completion or assigned workload.
- Assists with the maintenance of supply levels, tools, and equipment needed to maintain service.
- Performs technical service and preparation of new network/equipment deployments.
- Performs other duties as assigned.

Requisite Qualifications, Education, and Credentials:

- High school diploma and three (3) years of experience in network/infrastructure cabling installation or Associate Degree in Computer Science or related technical field with one (1) year of experience.
- BISCO Certification preferred.

Skills and Knowledge:

- Knowledge of low voltage cabling.
- Knowledge of industry-standard hardware, such as racks, punch downs blocks, cable trays, ladder rack and patch panels.
- Ability to read and understand building drawings and schematics.
- Ability to work with contractors and building managers on new construction and renovations.
- Ability to communicate well verbally and in writing.
- Ability to work with teams as well as independently with little oversight.

Licensure Requirements: NA

Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Ability to work nontraditional hours as needed.
- Must have reliable transportation and valid state issued driver's license.
- Ability to travel throughout the state which may result in overnight stays.
- Ability to lift forty (40) lbs., and work in areas that might require crawling/kneeling or climbing on ladders.

Continuing Education Requirements:

Maintain current knowledge on technology developments and trends in providing technology support in judicial and court administration through participation in a variety of outside programs, state and nationwide.

Maintain and acquire industry related certifications.

Performance Metrics: TBD

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.