

Berkeley County Government

JOB OPENING - EXTERNAL POSTING

INFRASTRUCTURE TECHNICIAN (PS101484)

DEPARTMENT: INFORMATION & TECHNOLOGY SERVICES

JOB SUMMARY/ESSENTIAL FUNCTIONS: Support and maintain computer systems including hardware, software, imaging and networking. Troubleshoot and repair a variety of hardware and software platforms. Maintain accountability of network equipment. Monitor network performance and connectivity to ensure network availability and takes action to resolve downtime. Maintain network users, user environment, directories and security. Implement policies and procedures related to network hardware and software acquisition, use, support, security and backup. Assist with the development and implementation of disaster recovery processes and procedures. Install and test new software upgrades. Provide assistance to users concerning their access to resources on the network and the operation of various software programs. Provide network support to operational computer networks and non-networked personal computers. Assemble and configure network components and associated services. Set up and maintain basic network operations including assembly of network hardware. Perform network troubleshooting to isolate and diagnose network problems. Upgrade network hardware and software components as required. Install, upgrade, and configure network printing, rights, security, software, and file services. Provide users with network technical support, responds to needs and questions of users concerning their access to network resources, and places technical support calls to vendors. Perform other duties as assigned.

QUALIFICATIONS:

Associates degree in Computer Science or related field and four (4) years computer experience, or a High School graduate or equivalent and six (6) years related computer experience.

Skilled in the installation of personal computer software and hardware equipment.

Working knowledge of Microsoft Windows 7 and Windows 10, Hyper-V, and Office 365.

Familiarity with TCP/IP, and AS400.

Preference given to candidates with A+, Microsoft, or Cisco Certifications.

Must be organized, detail oriented, and multi-tasking.

Excellent oral and written communications skills are required along with the ability to produce procedures and technical reports.

All applicants are required to take departmental testing administered during the application process.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move up to thirty-five (35) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK:

This position is classified as non-exempt and reports to the Infrastructure Division Manager. Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Will serve in a departmental on-call rotation for emergencies. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for this position, please login to your Employee Online (EO) account to apply online. You can access EO via BIC or through our external website www.berkeleycountysc.gov under the "Employees" tab and select the "Employee Online" link. For any questions, please contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration building and the Libraries to apply online.

Infrastructure Technician - Grade C35

Entry Level Bi-Weekly Range: \$1576.06 - \$2521.70

Date of Posting: 03/10/2017

Date of Closing: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.