

## Job Description

**Please check one of the following:**

- New   
  Update   
  Advancement within same zone   
  Promotion to Higher Zone  
 Other

### 1. General Information

|   |  |  |
|---|--|--|
| Date:<br>9/21/2021  | Working Job Title:<br>Network Infrastructure Coordinator | Position #:<br>61067   |
| Employee Name:<br>T.B.A.  | Title Code:<br>49302305                                  | Department Name:<br>Information Technology Services                  |
| SAP Personnel #:<br>T.B.A.  | Job Family:<br>IT  | SAP Organization Unit #:<br>50010180                                 |
| Name of Supervisor:<br>Blake France   | Job Family Zone:<br>Associate                            | <input type="checkbox"/> O/S <input checked="" type="checkbox"/> M/P |
| Position # of Supervisor:<br>9538   | Zone Code:<br>IT15H                                      | Funding Source:<br>9229100010  |
| <b>FOR HR USE ONLY:</b>   |  |  |
| FLSA Overtime Exemption:<br><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | Exemption Type:  |  |

### 2. Job Summary

Incumbent will be responsible for the design, installation, and management of the campus low-voltage cable plant, including copper and fiber optic lines. Coordinates all aspects of infrastructure within campus construction and renovation efforts, including drafting standards, project specifications, cost estimates, and installation schedules. Requires regular interaction with customers and external contractors, including low-voltage contractors and electricians, in the installation, maintenance, repair, and support of university infrastructure. Incumbent regularly exercises project management skills. Responsible for managing power and environmental controls within communication rooms and data centers.

### 3. Duties and Responsibilities

| Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.  | % of Time  | Essential Functions |
|--|------------|---------------------|
| Manage relationship with facilities teams on university campuses to ensure that communications needs are integrated into construction and renovation projects. Monitor projects proactively address network and telecommunications needs, monitor, and manage contracted installers to ensure work meets university standards, liaise with telephone and data service providers to ensure deadlines are met, liaise with campus stakeholders to ensure needs are satisfied. Collaborate with Procurement in the creation of Request for Purchase, Request for Quote, and Request for Information documents related to construction and renovation efforts. | <b>30%</b> | *                   |
| Manage and support university low-voltage cable plant, including copper and fiber optic lines within and between university buildings, including on-call support requirements. Prioritize building cable-plant upgrades and installations in collaboration with networking staff, manage cable installations, testing, and certifications. Manage cable locates requests and associated contractors to protect university assets. Create and maintain inventory and documentation on pathways, conduits, and cables.   | <b>30%</b> | *                   |

### 3. Duties and Responsibilities (Cont.)

| Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.  | % of Time  | Essential Functions |
|--|------------|---------------------|
| Manage and maintain communications rooms and associated environmental equipment, including MDFs, IDF, and Data Centers. Install and maintain UPSs and hardware components within communications rooms, responsible for equipment layout and cable management, preventative maintenance efforts, power integrity, and documentation of installations. | <b>25%</b> | <b>*</b>            |
| Assists as necessary in maintaining campus-specific applications, systems or services.   | <b>10</b>  |                     |
| Other duties as assigned.  | <b>5</b>   |                     |
| <i>The above list of job duties is not exclusive, and the incumbent will be required to undertake such tasks as may reasonably be expected within the scope and classification of the position.</i>  |            |                     |

|  |
|--|
| <p><b>This Position:</b> <input checked="" type="checkbox"/> <b>REQUIRES ATTENDANCE AT THE WORKPLACE</b><br/> or<br/> <input type="checkbox"/> <b>IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT</b> (request forms required)</p> <p><b>And is considered:</b><br/> <input type="checkbox"/> <b>ESSENTIAL</b> (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite)<br/> or<br/> <input checked="" type="checkbox"/> <b>NON-ESSENTIAL</b></p> |
|--|

**4. Zone Definition Factors** (Provide additional information not contained in the Duties & Responsibilities)

**A. Knowledge, skills and abilities**

Demonstrated knowledge of voice and data communication systems. Demonstrated diagnostic and problem solving skills. Demonstrated experience with project management. Employee is on-call - - this responsibility may require the necessity to work outside of regular business hours. Travel throughout the state of Nebraska is required. Responsible for implementing and maintaining cybersecurity controls and complying with cybersecurity standards. Under the direction of and in partnership with the NU Security team, implement and maintain security strategies, policies, and standards to protect University assets. Responsible for actively researching and reviewing security practices to make recommendations based on institutional risk and operational impact. Possession and use of a personal cell phone and plan for business purposes, including on-call responsibilities, is a condition of employment.

**B. Problem Solving / Decision Making**

Employee solves complex voice and data communication issues on a daily basis. Decisions are also made in escalating problems if the employee is unable to solve them. Daily interactions with Staff, Students, Co-workers and Vendors.

**C. Interactions**

Daily interactions with Staff, Students, Co-workers and Vendors.

**D. Nature of Supervision**

Supervision Over:  Reg Staff       Temp Staff/Students       No Supervision  
 Supervision Received:  Close       Moderate       Limited/None

**E. Impact**

Reliable voice and data communication systems is essential for the University campus, for University students, faculty and staff to carry out their daily functions. The voice and data communication system is 24 hour a day, seven days a week, operation and the integrity of these systems is crucial in the University environment. Failure of University's voice and data communication systems has a very detrimental effect on the university and causes many functions to cease normal operations. Network and voice outages, projects not done on-time and to University specifications can cost the university tens to hundreds of thousands of dollars in lost productivity and lost operational capability.

**5. Minimum Qualifications** (indicate "required" and "preferred" for each qualification)

**A. LEVEL OF EDUCATION:**

Associate's Degree in IT related field; equivalency considered

**B. YEARS & TYPE OF EXPERIENCE:**

2 years experience with voice and data communication networks; required

**C. SPECIAL TRAINING / CERTIFICATION / LICENSURE:**

**D. SPECIAL KNOWLEDGE, SKILLS OR ABILITIES:**

Excellent interpersonal skills, oral and written; required  
 Knowledge of data cabling and various connectors; required  
 Knowledge of Windows and/or Mac OS workstation and office applications; required  
 Attention to detail; necessary  
 Electrical experience; preferred  
 Knowledge of Fiber optic testing and troubleshooting; preferred  
 Project management; preferred

## 6. Physical Requirements

### 1. GENERAL INFORMATION

A. Describe the work environment and physical demands (i.e. environmental elements, travel, irregular hours, hazardous/unpleasant working conditions, etc):

Long hours of computer work may cause computer-related ailments such as eyestrain, neck/back pain, etc. Project deadlines may necessitate work outside normal business hours. This job will require periodically being on-call for emergency situations.

### 2. GENERAL PHYSICAL REQUIREMENTS

Indicate the appropriate response for an eight hour day:

|                     | Fill in the appropriate number of hours (0-8) Maximum is 8 | Indicate intermittent or constant:  |                          |
|---------------------|--|-------------------------------------|--------------------------|
|                     |  | Intermittent                        | Constant                 |
| Sit                 | 2  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Stand               | 4  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walk                | 1  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Drive Motor Vehicle | 1  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Explain:

Occasional driving to off-campus locations

### 3. THIS JOB REQUIRES:

|                 | Occasionally<br>(less than 2 hrs / day) | Between<br>2-4 hrs / day | Over<br>5 hrs / day      |
|-----------------|---|--------------------------|--------------------------|
| Squatting.....  | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending.....    | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneeling.....   | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching.....   | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| > Overhead..... | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| > Forward.....  | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| > Low.....      | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Twisting.....   | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawling.....   | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing.....   | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| > Ladder.....   | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| > Stairs.....   | <input checked="" type="checkbox"/>     | <input type="checkbox"/> | <input type="checkbox"/> |
| > Other.....    | <input type="checkbox"/>                | <input type="checkbox"/> | <input type="checkbox"/> |

### 4. THIS JOB REQUIRED EMPLOYEE TO:

Indicate in appropriate space: L = LIFT C = CARRY P = PUSH PL = PULL

|                | Less than<br>2 hrs / day            |                                     |                                     |                                     | Up to<br>2 hrs / day     |                          |                          |                          | Between<br>2-5 hrs / day |                          |                          |                          | Over<br>5 hrs / day      |                          |                          |                          |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                | L                                   | C                                   | P                                   | PL                                  | L                        | C                        | P                        | PL                       | L                        | C                        | P                        | PL                       | L                        | C                        | P                        | PL                       |
| 11 – 24 lbs    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 – 49 lbs    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50 – 74 lbs    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 75 – 100 lbs   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * Over 110 lbs | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If the job requires the employee to handle over 50 lbs – please explain.

**E. JOB REQUIRED USE OF HANDS OR SPECIAL TOOLS / EQUIPMENT FOR:**

|                | RIGHT                    | LEFT                     | BOTH                                |
|----------------|--------------------------|--------------------------|-------------------------------------|
| Keyboarding    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pipefitting    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Other Explain: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
|                |                          |                          |                                     |

**F. PATIENT CARE AND RESEARCH JOB**

| Does this job entail:                     | No                       | If Yes, Explain      |
|---|--------------------------|----------------------|
| Exposure to biohazard materials           | <input type="checkbox"/> | <input type="text"/> |
| Exposure to blood/bodily fluids           | <input type="checkbox"/> | <input type="text"/> |
| Potential exposure to blood/bodily fluids | <input type="checkbox"/> | <input type="text"/> |
| Wearing hearing protection apparatus      | <input type="checkbox"/> | <input type="text"/> |
| Working with laboratory animals           | <input type="checkbox"/> | <input type="text"/> |
| Exposure to chemical hazards              | <input type="checkbox"/> | <input type="text"/> |
| Wearing protective clothing               | <input type="checkbox"/> | <input type="text"/> |