

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Maintenance Systems Administrator

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage all aspects of the Maintenance Department's digital infrastructure and enterprise systems. The position is responsible for managing Maintenance network hardware and software installations, monitoring systems performance, performing maintenance, and reporting. This position is responsible for monitoring and responding to system installations, maintenance, as well as providing technical support and training to staff, and performing related work as assigned. This position works in a team environment with the District sites, Information Technology (IT) staff, and other Maintenance team members.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Serves as Systems Administrator for Maintenance Department digital infrastructure and enterprise systems, which includes Access Control, Building Automation, Utility Tracking, Security Camera, Intercom, Building Fire Alarm, Building Sprinkler, and other systems.

Communicates with District staff to determine network requirements; develops and maintains system solutions for identified needs.

Manages all aspects of the Maintenance Department enterprise system hardware and software via installation, operation, and maintenance.

Diagnoses problems with and replaces hardware, parts, cabling, software and other components as necessary; works with vendors as necessary to resolve system problems; maintains warranty and support contracts with vendors.

Designs and oversees the installation of Maintenance Department digital infrastructure and enterprise systems for the use of current and future technologies; forecasts future technology, capacity, and requirements.

Obtains pricing following district policy to contract system expansions or repairs. Coordinates contractors during the installation process.

Coordinates integrations with other technologies allowing the District to operate efficiently.

Performs risk assessment and mitigation tasks including the following:

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Maintenance Systems Administrator

- Develop and support industry standard systems and processes for best practices throughout the district.
- Protect systems and respond to environmental threats or emergencies causing outages or disruption in service.
 - Manage all aspects of hardware/software assets including patching, upgrades, and performance.
 - Coordinates all system re-certifications at intervals required.
 - Manage all aspects of data protection systems, including backup/recovery systems.
 - Maintains documentation requirements for logging, inventory, procedures and policies including change management and incident response reports.
- Collaborate with district IT team members to strengthen the reliability and sustainability of the district's critical controls.

Provides technical support and assistance to school sites, IT team members, and other District staff on maintenance system issues; trains staff on specific system operations as necessary; creates and provides system documentation for site technicians and training.

Receives and responds to escalation requests in areas of responsibility in a timely and professional manner.

Maintains awareness of new and emerging technologies of potential benefit to District operations and programs; assists in identifying, procuring and implementing new systems and equipment.

Attends training, Webinars and conferences as necessary to keep skills current and enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Maintenance Systems Administrator

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization and may affect citizens; probability of loss of life and/or damage are likely.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Maintenance Systems Administrator

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a degree in a related field, graduation from a certified technical program, appropriate industry certification, or equivalent job experience.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable.

Requires valid State of Florida driver’s license.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires four years of related experience.

A comparable amount of training, education, or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

**MONROE COUNTY SCHOOLS
POSITION DESCRIPTION**

Title: Maintenance Systems Administrator

Requires moderate work involving standing, walking, climbing, balancing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing acuity, and visual acuity. Exerting up to 40 pounds of force on a regular basis, and high dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to outdoors/indoors, cold/heat, noise, vibration, hazards, atmospheric conditions, bright/dim lights, dust or pollen, electrical shock, heights.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director of Maintenance

Supervises:

N/A

PAY GRADE: From: DAB To:

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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Board Approved 3/28/2023