



Network Systems Coordinator

[Position](#) | [Qualifications](#)

OVERVIEW

Reporting to the Manager, Networks, Communication and Security Systems the Network Systems Coordinator oversees all computer network related modification, repairs and designs. The position is also responsible to implement and maintain all network linked facility control systems. This position works closely with various trades and coordinates activity between the Information Technology Department and Facilities.

Working conditions require that the incumbent must possess a valid driver's license, must not be colour blind, will work in crawl spaces and on scaffolding, must lift equipment weighing up to 27 kg (60 lbs) and is exposed to various live line voltage circuitry as well as active fibre optic systems. In addition, the incumbent must follow safety guidelines to protect themselves from harm and be cognizant of potential hazards to others. The position supports a variety of current and legacy technology.

POSITION DESCRIPTION Network Systems Coordinator

NSC – 1

Designs, installs, and maintains all LAN and VoIP wiring and hardware. Coordinates work to be done with school district staff.

NSC – 2

Reviews all network or VoIP system blueprints and schematics for new construction or renovations by outside engineers.

NSC – 3

Conducts statistical analysis of all LANs, WANs and Wireless networks.

NSC – 4

Assists in ongoing product analysis of LAN, VoIP Bluetooth, Point-to-Point Communications and wireless systems.

NSC – 5

Designs and maintains interface protocols for all Facilities monitored systems such as DDC, irrigation, digital bell schedules, digital clock systems, school voice mail, solar panels, power metering controls, security systems, access control systems and ULC fire panel monitoring.

NSC – 6

Creates, implements, maintains and provides training for departmental web-based control of Facilities infrastructure.

NSC – 7

Reviews work requests to estimate labour and material requirements and provide estimates as needed; procures materials, ensures tools and equipment are available, establishes a schedule to ensure work is completed and within service standards.

NSC – 8

Researches and develops new procedures, in conjunction with the supervisor, to improve the workings of the department.

NSC – 9

Reads and interprets schematics, blueprints, service manuals and other reference material to facilitate the installation, repair, maintenance and diagnosis of electrical wiring, circuitry, hardware and ancillary devices related to communication and network related systems.

NSC – 10

Designs, installs, troubleshoots, tests, and maintains network related wiring for new construction and renovations – both copper based and fibre optics.

NSC – 11

Represents the District, Facilities, and the Department at meetings and in consultation with engineers, contractors, vendors and other school district staff and departments.

NSC – 12

Ordering of parts, resolves order discrepancies escalated by department staff and reports unresolved issues to supervisor.

NSC – 13

Oversees and coordinates related work done under contract by reviewing the contractor's work and provides feedback to appropriate supervisor.

NSC – 14

Maintains service records and manuals and web-based project dedicated apps.

NSC – 15

Draws and files “as built” plans with the appropriate departments.

NSC – 16

Conducts orientations, informal training sessions and provides technical guidance and assistance to district staff on the use of various systems and equipment.

NSC – 17

Oversees the department by reviewing all departmental invoices, recommending needed resources to management, and contributing to departmental planning in conjunction with the supervisor.

NSC – 18

Works directly with and coordinates with external organizations such as Telus, Shaw, BC Hydro and various contractors to achieve the requirements of the project.

NSC – 19

Meets with principals and district staff to plan out the district-wide TEC package installs; develops drawings and coordinates the install with facilities staff; performs the sign-off on TEC related projects; and coordinates district staff to make appropriate changes/repairs where required.

NSC – 20

Performs other assigned duties when required.

QUALIFICATIONS FORM
Network Systems Coordinator

EDUCATION	TECHNICAL REQUIREMENTS Grade 12 or equivalent,
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	<p>Two year post-secondary Technicians Certification</p> <p>Electrical Qualification for Low Energy or Amp Act II or Commscope Certification</p> <p><i>OTHER RELATED COURSES</i></p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Minimum six years of specific experience</p> <p>Direct experience working effectively with stakeholders (staff, parent groups, engineers and vendors) in a leadership role</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Understanding of the Department's operating budget</p> <p>Current knowledge of the standards, practices including safety methods, materials, tools and equipment used for the design, installation, repair and maintenance of District utilized computer networks, both copper and fibre optics</p> <p>Current knowledge of EIA and TIA standards</p> <p>Experience with research methodology, data collection and statistical analysis</p> <p>Proficient in Excel</p> <p>Understanding of web-based functionality, page-layout and graphics applications</p>
SKILLS AND ABILITIES	<p>Estimate time, materials, equipment and labour required to complete projects safely and efficiently through the entire cycle of work, from beginning of estimate to completion of project</p>

INTERPERSONAL REQUIREMENTS

Ability to maintain confidentiality of information heard or seen

Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner

Ability to relate and work with others

Ability to work without supervision

Ability to work under pressure with multiple deadlines

PROBLEM SOLVING REQUIREMENTS

Strong mechanical, diagnostic and analytical skills in order to diagnose problems and repair equipment

Ability to prioritize work for self and others to meet department objectives and service levels

Ability to perform job related repair techniques using hand tools, test equipment and be competent at fine point soldering

Ability to read and interpret schematics, clarification of information or provide advice and instruction in a calm, courteous and professional manner

Ability to pay close attention to detail

Ability to make presentations to groups to provide information or present the department's position on a project

Ability to document, summarize and interpret data for use by other departments

	Ability to independently apply appropriate methods, procedures and policies
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties (must not be colour blind).</p> <p>Able to lift up to 27 kg and operate related equipment, work in crawl spaces and on scaffolding and with exposure to various live line voltage circuitry and exposure to active fibre optic systems</p> <p>Work on active construction sites</p> <p>Able to work independently</p> <p>Able to perform related physical and mental activities.</p>

Reviewed: May 2025