



EMPLOYMENT OPPORTUNITY
JOB DESCRIPTION
BROADBAND TECHNICIAN

JOB SUMMARY – Under the authority and general direction of the Sandy Lake First Nation Chief and Council, and the direct supervision of the Broadband Coordinator, the Broadband Technician installs, maintains and repairs the local computer network, provides hardware and software trouble shooting, support and training for machines and users associated with Sandy Lake First Nation Administration, and when possible the community at large.

IMMEDIATE SUPERVISOR: Broadband Coordinator

DUTIES AND RESPONSIBILITIES

1. In cooperation with K-Net, install, provide regular maintenance, and ensure the reliable operation of the Sandy Lake Internet Connection;
 - a. Ensure that wiring is clearly identified for emergency or continuity of repairs by others as required;
 - b. Ensure that appropriate tools and replacement parts are maintained on site;
2. Install network access in all Administration workstations as required;
3. Provide hardware and software training and help desk services to Sandy Lake Administration workers to ensure optimum operation and usage of available equipment; Where time permits, provide similar services to other community organizations and community users on a “first come first served” basis;
1. Complete and send all warranty information on all new computer related equipment;
2. Ensure that updated anti-virus and system security measures are maintained for all workstations\server(s);
3. Maintain daily logs identifying problems, solutions implemented and recommendations;
4. Liaise with K-Net to ensure that methods of conducting installations, upkeep and maintenance are appropriate and sufficient;
5. Develop and maintain a current inventory of computer equipment associated with Sandy Lake Administration;
6. Develop and maintain a library of manuals of software and hardware in use;
7. Review new software before it is installed on Administration machines to ensure compatibility with network access software;
8. Provide on-site technical assistance to teleconference users to ensure seamless teleconferences;
9. Prepare monthly, written activity reports and submit to the immediate supervisor;
10. Attend staff training as required;
11. Perform other related duties as required by the supervisor, and all duties assigned by the Chief and Council.

KNOWLEDGE AND SKILLS

Post secondary education in technology, computer science or electronics, and/or equivalent experience;
Oral and written literacy in Oji-Cree an asset;
Strong English oral and written communication skills;
Knowledge of the services provided by K-Net and other service providers;
Willingness to provide emergency evening and weekend services;
Analytical, problem solving and time management skills;
Ability and willingness to train others.

Please submit cover letter and resume with three references to Kennedy Fiddler, Broadband Coordinator at the Band Office.

Deadline for applications extended: 5pm on January 13, 2010