

Position Description

3T Innovations

Job Title: Jr. Technician	Job Code: Part Time (NTE 32 per week)
Department: Engineering	Labor Category: IT Technician I
Revision Date: 7/12/2016	FLSA: TBD

Position Overview

Responsible for specific tasks assigned by supervisor to maintain proficiency and develop technical aptitude. This position will require local travel with short notice for support and repair type efforts as well as travel to other locations for scheduled installation and/or maintenance actions. Technician will be expected to learn both through direct observation and independent learning regarding assigned technology and/or original equipment manufacturer equipment. Experienced in system implementation, network node or element implementation, training, network fault isolation or repair, in the field of information technology systems, subsystems, and equipment. Able to perform as installation and fielding technician on a variety of communications and information technology systems. Can coordinate communications requirements via electronic or paper forms to initiate gateway access requirements.

Essential Job Functions

- Complete billable tasks as assigned by supervisor
- Maintain inventory of equipment bag
- Complete installations/maintenance actions/support actions both over the phone and in person as required.

Requirements

- Ability to travel to multiple locations within Tampa area (Tarpon Springs, Tampa, New Tampa) and outside local area as assigned by supervisor
- Ability to maintain a security clearance
- Ability to learn new technologies and equipment as assigned
- Ability to check email and answer phone calls
- Access to a vehicle for local transportation
- Excellent verbal and written communication
- Ability to clear communicate issues and challenges
- In-depth knowledge of Microsoft operating system and business tools

Other Skills/Abilities

- Complete knowledge of English language
- Internet and phone access
- Vehicle to travel to local office meetings

Required Experience

- Minimal experience required

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.