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## **Job Description – Technical Project Engineer**

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**Primary Function:** Under the direction of the Executive Director for Technology and Information Service, implements and supports technology projects under the direction of the Executive Director for Technology & Information Systems Services. Articulates between Lake Travis ISD (LTISD) technology personnel, capital projects personnel (e.g. consultants, architects), other key District personnel, and vendors/contractors for the purpose of scoping, planning, scheduling, coordinating, and completing project work.

### **Responsibilities/Duties:**

- Strong organizational skills
- Excellent communication and interpersonal skills
- Network administration
- System and server administration
- Scripting and programmatic skills
- Proficient computer, documentation and file maintenance skills
- Ability to maintain spreadsheets, databases, word processing files, graphics and electronic file formats, and project documentation; scan, route, store, and publish documents; and experience with Microsoft Project, SharePoint, and Outlook
- Implements technical portions of LTISD projects, including equipment rollout, configuration, troubleshooting, and integration/interoperability work.
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- Installs, configures, manages and supports campus and district-wide A/V systems, access control systems, digital signage systems and surveillance systems.
- Configures and implements servers and perform system administration duties proactively and also in response to problems, including securing those systems, backing up and restoring data, troubleshooting, and applying patches/updates as they become available.
- Supports, problem solves, and responds to administrative and/or end user work order requests for system performance, availability, or other issues impacting the work of LTISD end users.
- Maintains and continuously develops technical skills through online learning, research, and other methods of professional development.
- Assists in planning technical project implementations, including development of requirements, work breakdown, schedule, and other dependencies.
- Participates in project design and construction meetings as the representative of the LTISD Technology Department, and articulate and communicate project priorities between Technology Department personnel and other key project personnel (facilities personnel, architects, consultants, contractors, subcontractors, etc.)

- Meets regularly with LTISD staff to identify priorities, define requirements, and communicate expectations regarding project scope, tasks, and other impactful items to the project or organization.
- Identifies impacts to campuses and other dependencies in projects, and help create communication plans, phasing plans, and other techniques to minimize impact to the students, staff, and others in LTISD campuses. E.g. cutover schedules, planned downtime/outages, go live dates.
- Updates and communicates schedules and other project plan communication components to all affected personnel and groups (technology staff, administrators, consultants, contractors, vendors, etc.).
- Monitors and reports project status, track open items, and design effective systems or documentation methods for managing issues such as punch lists, warranties, open cases with vendors/contractors, work orders, etc.
- Prioritizes and escalates project issues quickly and effectively with affected personnel.
- Assists in oversight of contractor scope of work in technology projects to ensure completion of work, to address missing or problematic items, and to provide effective hand off of projects to District personnel and vendor support processes for the operation and warranty phases.
- Maintains and creates effective documentation of projects, configurations, inventories, project decisions, both in electronic and hard copy formats as necessary, including project deliverables and hand-off procedures from contractors, consultants, etc.
- Manages multiple projects and priorities simultaneously and successfully.

#### Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

#### **Knowledge and Abilities:**

##### Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

##### Ability to:

- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Develop, plan and organize daily operations

- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

**Education/Licenses/Experience:** Bachelor's degree preferred. Certification or training in project management techniques preferred. Certification or training in networking or system administration preferred. 3 or more years of hands-on technical project experience.

**Working Conditions:**

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

**Calendar and Salary Range:** 225 work days. See current hiring pay grade on the Technology Compensation Plan.

**Revised:** 9/21/2023

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The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

Date