

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: DATA CENTER SPECIALIST, I

Reports To: Designated Supervisor

UW Job Code: 5274

UW Job Family: 51 - Technicians

SOC Code: 15-1299

FLSA: Non-exempt

Pay Grade: 18

Date: 5-1-09 (revised 2-16-11)

JOB PURPOSE:

Under general supervision, perform basic day-to-day activities to operate the Data Center per policies and procedures; participate in an on-call rotation for after-hours response to Data Center problems or issues, and provide customer services to Information Technology staff and/or contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor, log, and report on the Data Center functions using local and remote monitoring systems, direct observation, and as reported by others.
- Respond to and correct issues related to the operation of the Data Center, such as monitoring alarms, staff/client reports, or direct observation.
- Maintain the Data Center infrastructure either directly or by coordinating maintenance activities of University maintenance staff and/or contractors.
- Provide customer service support to Information Technology staff and co-location clients.
- Work on individual or group projects related to the operation and maintenance of the Data Center under the direction of the Manager, Data Center.

SUPPLEMENTAL FUNCTIONS:

- Provide Data Center cleaning, material moving/stocking, and other light physical duties, as assigned.
- Stay current with Data Center training on processes and procedures, as they are created or revised and as directed by the Manager, Data Centers.

COMPETENCIES:

- Adaptability
- Consistency

- Teamwork (Cooperation)
- Technical/Professional Knowledge
- Service Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Associate's degree**

Experience: **None**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable University, federal, state, city or building code regulations and rules.
- Safety protocols and regulations.
- Computer equipment, peripherals, and software used in area.
- Monitoring systems and appropriate logging/reporting of events or issues.
- Data Center processes including assigned job tasks concerning the Data Center functions and monitoring alarm systems.
- Control systems for air-conditioning systems, power and mechanical building systems.
- Data Center equipment/systems troubleshooting methods and techniques.
- On-call rotational procedures and protocol methods.
- Building automation systems methods.
- Power outage response procedures and protocol methods.
- Visual inspection procedures of various equipment or systems.
- Communication methods and techniques.
- Equipment and building systems.

Skills and Abilities to:

- Read and comprehend technical information relating to the Data Center infrastructure, hardware, software, peripherals and telecommunication devices.
- Use monitoring systems to identify problems or issues with the Data Center infrastructure.
- Accurately log and report issues and problems following standard procedures.
- Effectively communicate, orally and in writing.
- Troubleshoot problem issues following processes and procedures, as directed.
- Inspect equipment visually and listen for mechanical problems; report findings as directed.
- Interpret processes, flow charts, building plans and schematics.
- Work individually or on group projects, as assigned.
- Provide customer services to Information Technology staff and/or contractors.
- Notify proper maintenance staff either through the University and/or through contractors.

- Maintain training on new or revised policies, processes and procedures for the Data Center.
- Provide on-call rotational coverage at the Data Center.
- Work as a team member in a cooperative work environment.

WORKING CONDITIONS:

Data Center operations area with monitoring and equipment alarm systems. Regularly exposed to video terminal displays and hazards associated with maintaining equipment systems such as air-conditioning, mechanical systems and other infrastructure building automation systems and controls; hazards associated with operating hand and power tools and working in cramped spaces. Regularly lifting up to 50 pounds and rarely lifting over 100 pounds.

DISTINGUISHING FEATURES:

Data Center Specialist I: Performs basic data center functions - monitors, logs, and reports on Data Center operations; responds to and corrects issues, as directed.

Data Center Specialist II: Performs basic and intermediate data center functions and oversees/coordinates the work of the Data Center Specialist as well as the work performed on maintenance or repair issues by Physical Plant staff or outside vendors.

Data Center Specialist III: Works under limited supervision to perform basic, intermediate and advanced data center functions. Performs advanced, expert-level troubleshooting and resolution of Data Center infrastructure problems. May administratively supervise assigned support staff, overseeing/inspecting their work as well as the work performed on maintenance or repair issues by Physical Plant staff or outside vendors.

All three levels provide on-call rotational Data Center coverage and may work on projects as assigned.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.