

Network/Telecommunications Engineer 1

Purpose Statement:

The Network/Telecommunications Engineer 1 installs, configures, and maintains the network infrastructure of the entire district. The Network/Telecommunications Engineer 1 should have a sense of urgency, be able to prioritize workload, communicate with professionalism and follow through to ensure that service levels are met and exceeded to meet the core mission of the district.

Essential Functions:

- Works with various departments and EdTec to ensure coordination of EdTec network team and resources to accomplish the needs and support of the district.
- Works with EdTec network team and helps plan, organize, and align work priorities to meet and exceed service level objectives.
- Communicates proactively and clearly with various teams within EdTec and the district to ensure follow-through.
- Manages tasks, timelines, and deadlines with assurance to customers.
- Drives the success of EdTec constantly pushing the limits of what can be accomplished.
- Contributes knowledge and expertise of area to EdTec leadership to help guide decision making.
- Maintains strict confidentiality of accessible district information resources.
- Assures network security, availability, and integrity.
- Collaborates with network team, EdTec leadership and other teams or departments.
- Follows direction of team lead

Network Focused Functions:

- Supports and troubleshoots Tier 2 Network Infrastructure (Phones, Radios, WiFi, Switches, etc.)
- Develops and documents processes and procedures regarding network infrastructure.
- Maintains and updates the Local Area Network (LAN), Wide Area Network (WAN), Wireless Local Area Network (WLAN) PBX, and Voice over Internet Protocol (VoIP), and IP/SIP telecommunications networks for highest uptime and capacity use.
- Collaborates with outside vendors explaining the district's maintenance of the network infrastructure ensuring it meets the district's requirements.
- Installs network switches, Wireless Access Points (WAP), Uninterruptible Power Supply (UPS), Voice over Internet Protocol (VoIP) phones, radio communication, and network fiber and cables to districts standards.
- Manages and maintains Active Directory and DHCP for 802.1x network security.
- Patches and upgrades network infrastructure to meet and enhance network environment.
- Ensures maximum uptime of network and diligently maintains its highest availability by monitoring, prioritizing and actively resolving issues of network downtime.
- Helps develop long-range operational goals for network infrastructure.
- Creates and updates technical documentation for individual and team us.

Other Functions:

- Collaborates with EdTec Leadership Team to periodically revise technology standards to best meet the needs of the district's students and staff.
- Evaluates and responds to special requests for technology and/or support.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform

functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities:

SKILLS are required to perform multiple, technical tasks with a need to upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include analytical thinking, being thorough and attentive to details, being self-motivated and resolving problems using best practices and/or established methods. Other skills required include establishing and maintaining effective working relationships with others, expressing ideas and information clearly and respectfully.

KNOWLEDGE of Windows Operating Systems and other computer related technologies; computer installation, maintenance and software support to perform network infrastructure troubleshooting; routers, hubs, Wireless Access Points (WAP) and other Local Area Network (LAN) devices; Local Area Networks (LAN), Wide Area Networks (WAN), Wireless Local Area Networks (WLAN) and other network related technologies; network protocols, including TCP/IP; OSPF, EIRGP, BGP; Active Directory and other server related technologies; security standards and protocols related to , TLS, TFTP, DHCP, DNS, NTP, the OSI model, RADIUS/TACACS, ISE, SSH, SNMP, SMTP, BGP, MPLS, EIGRP and understanding how these impact and define a network; network tools and industry best practices.

ABILITY to communicate effectively with people at all levels of experience and responsibility throughout the district is required. Assist staff with network operations and software problems; learn and develop new operations, procedures, processes and use of new equipment; articulate technical information to non-technical audiences in person, via written communication and telephone; organize, set priorities and work effectively under pressure; exercise sound judgement, including appropriate handling of confidential matters; to lift up to 50 pounds using proper lifting techniques; work in tight areas; learn continually and keep abreast of technological changes in the field; work independently with minimum supervision.

Responsibility:

Responsibilities include working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and utilizing resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: generally performed in an indoor office/school environment with frequent interruptions and noise associated with computer equipment, staff and students, and some exposure to risk of injury and/or illness; sitting/standing for prolonged periods; daily walking and moving between work areas; exposure to visual display terminal for prolonged periods; arm, wrist, elbow and hand movements associated with prolonged keyboarding; hand and finger dexterity; tight work areas; regular stooping, heavy lifting, grasping, carrying, bending, twisting, pushing/pulling, reaching and climbing. Must be able to lift up to fifty pounds.

Education and Experience:

Experience: Minimum two (2) years of experience working in a network environment preferred.
Minimum two (2) years of experience with layer two infrastructure deployment and maintenance including copper/ethernet, fiber optics and wireless systems preferred.

Education: Associate degree in technology field and/or holds current industry certifications (CompTIA A+, Network+, Security+, vendor specific certifications, etc.) required.
Other experience and/or education may be substituted for required experience and/or education.

Required Testing

Certificates/Licenses

No pre-employment Proficiency Test is required

Valid Driver's License and Evidence of Insurability

Continuing Educ./Training

None required

Clearances

Criminal Justice Fingerprint/Background Clearance