

## Job Description

**Job Title:** Junior Network Engineer

**Supervisor:** Coordinator of Network Engineering

**Position Code:**

**Pay Grade:** 38

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### Job Summary

Under the direction of the Coordinator II, Network Engineering, coordinates and manages complex work and oversees assigned staff. Work involves assisting the Coordinator II, Network Engineering in the district-wide implementation, maintenance, and administration of the school division's state-of-the-art high-speed local and wide, wired and wireless, networks. Position carries out coordination, installation, testing, and technical tasks in support of the local and wide area, wired area, and wireless networks and participates in developing and implementing network security procedures and network management plans. Work requires highly professional customer service to staff and students. The work is dispatched from the help desk.

### Essential Duties

1. Assists with designing and configuring the school division's local and wide area; wired and wireless networks.
2. Manages the daily activities of local and wide area network systems, performs diagnostics, schedules preventative maintenance ensuring network systems are operational, and reports systems faults.
3. Responsible for installation, administration, and testing of network servers, operating system software, hubs, routers, switches, cabling, and other related network components/equipment under the guidance of the supervisor and in accordance with published standards.
4. Provides guidance to Network Technicians during responses to emergency work requests; troubleshoots network failures and errors; and diagnoses, isolates, and resolves routine to moderately/highly complex network related problems ensuring timely results and minimal disruption of operations and reports findings.
5. Assists with developing, monitoring, and implementing network security procedures for safeguarding all networking systems.
6. Performs facility surveys for network communications and makes recommendations for the layout and location of network components, equipment, cabling, and wiring.
7. Assists with developing pricing schemes with vendors for network components, equipment, cabling, and wiring for new implementations or upgrades.
8. Maintains records of work completed and in-progress; and updates network documentation to record installations, upgrades, configurations, etc.
9. Manages network management programs and assists in preparing network status reports.
10. Utilizes appropriate safety equipment in the performance of duties.
11. Tracks all work performed in the help desk work order system.
12. Travels to and from schools/work sites in the performance of duties.
13. May assist in training others.
14. Conforms to all departmental procedures and policies.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Maintains an up-to-date knowledge of rapidly changing computer network technology.
2. Performs any other related duties as assigned by the Coordinator II, Network Engineering, or other appropriate administrators.

## **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

## **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- Must possess an Associate's degree (or completion of equivalent amount of college coursework) in network communication or related field and 3 to 5 years of experience in network system support and maintenance; or any equivalent combination of education and experience to include industry certification that provide the noted knowledge, skills, and abilities.
- Must possess comprehensive knowledge of, and the ability to practically apply, the principles and practices used in the design, configuration, installation, testing, and maintenance of local and wide area computer wired and wireless networks (experience with Brocade networking equipment is highly desirable).
- Must possess comprehensive knowledge of computer network characteristics, network operating system software, and network components (i.e.: network servers, switches, hubs, routers, bridges, cabling, etc.).
- Must possess excellent troubleshooting skills and the ability to diagnose/resolve system problems.
- Must possess excellent skills in the use of the instruments and tools of the trade.
- Must possess the ability to interpret and apply complex technical manuals and reference materials.
- Must possess the ability to assist with developing network security and related procedures and assist with performing network management activities.
- Must possess the ability to prioritize tasks in order of importance; direct efforts of other specialists; work independently and as a team member; and establish and maintain effective working relationships with departmental peers, departmental technicians and specialist, and all customers served.
- Must possess a valid driver's license with a good driving record.

## **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

When performing the duties of this job, the employee is frequently required to sit; use hand to finger; handle or feel; speak, hear and understand speech at normal levels. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl. The employee must frequently lift and/or move and push/pull up to 45 pounds. The employee must occasionally lift and/or move and/or balance while standing or climbing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment, centralized computer rooms, on-site locations and outside in the open environment. While performing the duties of this job, the employee is occasionally exposed to various lighting conditions; moving mechanical parts; high precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level is usually moderate and occasionally loud when performing duties in centralized computer rooms.

**Supervision Exercised:** Acts in capacity of Coordinator of Network Engineering, when required.

**Supervision Received:** Coordinator, Network Engineering

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Junior Network Engineer will be required to follow any other instructions and to perform any other related duties as assigned by the Coordinator of Network Engineering or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 01/19 CR