

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

JOB TITLE:	Network Engineer	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Technical Support Services	PAY GRADE:	831
DEPT./SCHOOL:	Technology	DATE REVISED:	10/14/09

PRIMARY PURPOSE:

Technical management and support of the district's routers, switches, e-mail, remote access, web servers, anti-spam servers, and other third party systems installed at all sites, and to maintain and support backup and restore systems for the entire district.

QUALIFICATIONS:**Education/Certification:**

Bachelor's degree or equivalent work experience
 Certifications: Novell CNE or equivalent work experience
 Advanced switching and routing certificates would be a plus

Special Knowledge/Skills:

Working knowledge of Microsoft Windows XP/2003
 Working knowledge of Novell OES and other flavors of Linux
 Installation and support of Cisco routers and layer 2 switches
 Advanced knowledge of TCP/IP
 People oriented, and a team player
 Excellent verbal and written communication skills
 Willingness to accept responsibility
 Willingness to execute written employment contract with Plano ISD

Experience:

Two years experience in technical support of Novell networks
 One year experience in technical support of Groupwise 7.x or above
 One year experience with network cabling in an Ethernet environment

MAJOR RESPONSIBILITIES AND DUTIES:

Administer, maintain, upgrade and support the district's e-mail system (Groupwise), remote access systems, anti-spam/anti-virus systems, web servers , and other third party systems installed at Administrative areas within the district.

Understand and help administer enterprise network printing.

Interface with any third party vendors that provide outsource backup/disaster recovery resources.

Install and Integrate common third party objects into e-mail (Groupwise)

Install and Integrate software to maintain mobile devices connectivity to the Groupwise System.

Install and support software on Synel Time Clocks located at all sites.

Integration analysis for third party server based systems at the Administrative Center.

Work with a third party telecommunications vendor to support, administer, install and upgrade the district's computer network.

Install and administer the network monitoring tool. (What's up gold)

Install, and support routing on Cisco hardware

Administer rules on a Fortgate Firewall.

Install, monitor, and upgrade server hardware and operating systems

Configure DNS, DDNS and DHCP services in a Novell/Linux environment.

Understand and support open network services (DDNS, DHCP, DNS, SLP, Telnet, FTP, TFTP,HTTP, HTTPS, WINS, NFS, CIFS, POP, IMAP and SMTP)

Understand and support different routing protocols (EIGRP, RIP, RIPv2, NLSP, IPX RIP, OSPF)

Flash OS and configure Cisco routers.

Mount switches in racks and configure them

Mount UPS in racks and manage the power to the network switching equipment

Troubleshoot cabling issues (both fiber and copper)

- Install and support wireless solutions. (Access Points and client NIC's)
- Provide adequate security measures for the district network services
- Respond to Help Desk support calls and resolve them in a timely manner.
- Protect/recover the network from harmful applications such as worms/viruses
- Provide training for network staff
- Work with our cabling vendor to install/re-arrange network closets
- Attend meetings related to the district network
- Accurately label devices on the network
- Provide assistance to analyze DS1 circuit emulation issues
- Basic use of a protocol analyzer to diagnose network issues
- Provide advanced network switch/router troubleshooting
- Install and support the network after regular working hours and/or on weekends/holidays
- Interface with any third party vendors that provide outsource network services.
- Provide advanced technical support for the Layer 2 Ethernet switching environment.
- Provide assistance to the Senior Enterprise Engineer as necessary.
- Keep an accurate inventory

PROFESSIONAL GROWTH AND DEVELOPMENT

- Keep certifications current.
- Attain advanced certifications as required.
- Attend technical conferences and share knowledge and experience by presenting at conferences.
- Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor.
- Follow attendance policy as assigned by supervisor.

Perform other functions that may be assigned by the Administration and/or supervisor.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors:

Frequent districtwide travel; occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting of up to 50 pounds.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by _____

Date _____

Reviewed by _____

Date _____