

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Title** \_\_\_\_\_ Network Engineer \_\_\_\_\_

**Supervisor's Title** \_\_\_\_\_ Director of Information Services \_\_\_\_\_

**Date Prepared** \_\_\_\_\_ 3/99 \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_ **Date Reviewed** \_\_\_\_\_

**Employee/Incumbent Review** \_\_\_ **Immediate Supervisor Review** \_\_\_ **GCEA Review** \_\_\_

**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl** \_\_\_\_\_

**Location** \_\_\_\_\_ **Lane** \_\_\_\_\_

**Implementation Date** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

**Job Summary**

Under the general supervision of the Director of Information Systems the network engineer designs and maintains the Granite School District Local Area Networks and Wide Area Network. They will consult with school administrators, office personnel, teachers, SysOps and network administrators to determine computer network and backup needs, then design solutions to meet the schools applications and then install, configure, monitor and maintain the implemented Local Area Network (LAN's), or Wide Area Network (WAN) throughout the assigned areas. This includes installing/supporting routers, CSU/DSU's , servers, switches, hubs, various peripherals. It also includes the responsibility for maintaining the operation of 17 to 30 servers and 1100 to 1400 workstations in offices and classrooms in each of the assigned areas. May be assigned to work with Title I programs at Title I program sites like Decker Lake.

**Essential Functions**

1. Consults with school administrators, office personnel, teachers, sysops and network administrators to determine computer network needs and then design a solution regarding network hardware and software including servers, server software, connectivity equipment and workstation hardware or software to meet their applications. Meets and works with UEN, phone companies and other data service providers to insure the data and phone necessary network and phone networks are operational.
2. Installs the designed computer network s stem in accordance with established national and local area (LAN) equipment and services including routers CSU/DUS's, switches, hubs, wiring, servers, printers and workstations.
3. Sets up, programs and maintains Cisco System Router.
4. Teaches local administrators, technical facilitators and teachers effective use and care of each network system to help prevent system failure. Sets up labs and instructs lab techs how to operate and maintain equipment and systems. Provides additional training when needed. May be assigned to work with Title I programs to coordinate and maintain Title I program computer needs.
5. Designs, implements, maintains an upgrades an effective security policy for each network

- to prevent damage from unauthorized access (i.e. students, viruses or outside malicious intervention).
6. Configures and maintains Internet/Intranet connectivity between Local Area Networks.
  7. Provides on-site maintenance, diagnostics, and ongoing support for Local Area Networks, their attached devices and stand-alone systems.
  8. Installs, configures and maintains the backup system for each file server.
  9. Documents any and all LAN/WAN installations or changes at the local site or in the district office inventory.
  10. Installs and configure all files servers including the network operating systems, server versions of applications and hardware associated with each server,
  11. Installs and configure applications and hardware associated with the operation and use of workstations.
  12. Writes scripts or batch files for the correct operation of some systems or programs.
  13. Helps set policy for standardization of hardware, software and networking in the district.
  14. Consults with vendors, district personnel and site specialists regarding network technical support needs and solutions.
  15. Upgrades and expands computer and network systems, integrating new installations into existing networks an establishing mainframe connections through hardware and software resources.
  16. Responds to all help desk trouble tickets (calls) in areas of assigned responsibilities.
  17. Responsible for phone systems integration with Callware for computer telephone applications.
  18. Installs and supports ICLASS, Netclass, School Vista and Follett network management software.
  19. Monitors Network safety and efficiency.
  20. Maintains the integrity/stability of LAN/WAN by monitoring, advising, instructing and supervising the Local SysOp's use and operation of the Network system.
  21. Organizes tasks to minimize constant interruptions from hindering the completion schedule of work in process.
  22. Must maintain a current and working knowledge of Novell and Windows networking and keep abreast of new developments in the field.

### **Non-Essential Functions**

Occasional other duties as assigned (within skill level).

### **Required Knowledge, Skill and Ability**

Knowledge and understanding of Frame relay and ATM technology. Must have comprehensive knowledge of hardware configurations and troubleshooting. Must be able to install and configure the network operating systems in use by the district. Comprehensive knowledge and understanding of network wiring standards and topologies. Including Ethernet, Arcnet, Token Ring and ATM topologies with cable specifications and media. Excellent

interpersonal communication and leadership skills for use in dealing with administrators, teachers, vendors and other people involved in design, development and maintenance of the networks. Also for working with other employees in productive and cooperative manners during occasionally stressful situations. Skilled in designs, layout diagrams or wiring diagrams of local area networks. Knowledge in installing and configuring popular desktop software. (i.e. Windows 98, Windows 95, Windows 3.x, DOS and Macintosh environments, systems used by the district). Logical problem solving skills. Must be able to complete training programs and certifications as directed by the district.

### **Minimum Entrance Requirements for Training**

High School Diploma or equivalent. Associates degree in computer science or equivalent education. Must be skilled in math oral and written communications. Should have a Network Engineer's certificate (in current district ophys), having completed the training or be able to obtain one within six months. Requires a valid Utah Driver's License.

### **Minimum Entrance Requirements for Prior Experience**

Four years of job-related work experience with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Requires some Public Relations ability in promoting the services of the department. Supervises the operation and maintenance of 17 to 30 servers and 1100 to 1400 workstations in offices and classrooms in each of the assigned areas. Responsible for the system administrators use of the networks and their ongoing onsite training. This is to minimize extensive maintenance and repairs caused by inappropriate activities. Responsible for the design and implementation of new networks with the necessary wiring or upgrading existing networks in each assigned area. Is accountable for the planning of work and deciding what is to be done and when it will be done. Responsible for obtaining all materials and equipment for the assigned jobs. Recommends equipment and materials to be used in all district projects.

### **Interaction with Others (Non-Supervisory)**

Works with teachers, students, vendors, and other district employees.

### **Supervision**

N/A

## **Working Environment**

Constant pressure from people wanting projects designed, started or completed. Schedules that sometimes require long hours without breaks or lunches. Works out of personal automobile. Travels to schools during all types of seasonal weather.

## **Physical Demand Characteristics**

Usually handling light or average weight materials. Most lifting not over 50 pounds. Some sacrifice of personal comfort due to heat, cold, noise, dirt, asbestos and insulation. May occasionally work in tunnels, crawl spaces, high places, high electrical voltage danger, or in low light may be required.