Job Title: **Network Engineer Apprentice**

Department: **Information Technology**

Supervisor: **Director of Technology Deployment**

Lane Placement: **ESP Lane 3**

Schedule: **Hours Vary/242 days**   Evaluation Group: **JCES 3**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Technology Deployment and the Director of Information Technology, the Network Engineer Apprentice assists in the installation, configuration, and maintenance of the District network infrastructure; participates in planning for new network-related systems and services; installs, tests, and terminates new cabling, fiber optic, and other network media.

ESSENTIAL FUNCTIONS

- Assists in deployment of the network and performs ongoing maintenance of the Wide Area Network (WAN), Local Area Network (LAN), and Wireless Local Area Network (WLAN).
- Works directly with Network Engineers on assignments to plan and deploy district network security strategies including firewall, content filtering, intrusion protection, remote access and related services.
- Completes specific responsibilities as assigned with regard to network maintenance and auditing procedures.
- Effectively communicates through written and oral means.
- Performs basic network system administration to integrate Unix, Windows and Macintosh servers and desktops, Web servers, SAN's, NAS's, with network infrastructure.
- Acts as a back up to other Systems Administrators, as needed, to support all aspects of the enterprise.
- Performs District-wide maintenance repair and support of networks.
- Assists in the implementation and maintenance of VOIP phone system network infrastructure.
- Performs testing, rearranging, removing and maintenance of internal wiring installation. Performs installation, maintenance and testing of access lines for all types of analog, digital and hi-capacity equipment.
- Other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- Other duties as assigned.

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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires basic experience and training in related technical field of study; or a corresponding number of years work experience in Information Technology with core emphasis on network engineering and security.
- Actively pursuing, or currently have, certifications in WAN/LAN/WLAN technologies and Network Security.
- Preferred basic experience or familiarity with VOIP technologies, WAN, LAN, WLAN devices, Network Security and familiarity with layers and protocols of the standard ISO OSI model and technologies.
- Interpersonal communication skills required.
- Must have a basic understanding of computer operating systems currently in use.
- Requires a valid Utah driver license.

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

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Requires the ability to lift a minimum of twenty-five (25) pounds.
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

ADA _____   HR _____   Effective date: _____6/9/2020_____