

## JOB DESCRIPTION

### JOB TITLE/ASSIGNMENT

**JOB TITLE:** Network/System Engineer Level 1

**REPORTS TO:** Assistant Director of Technology

**REQUIREMENTS:** Bachelor's degree in a technical discipline or equivalent experience, plus 2-4 years of relevant IT experience. Successful candidates are highly organized and motivated with excellent communication and analytical skills and a strong desire to be a continuous learner.

**WORK YEAR:** 12 month – full time

### **JOB DESCRIPTION:**

The Engineer Level 1 plays a critical role in supporting, maintaining, and securing the District's network infrastructure, enterprise systems, and physical security platforms. Working under the direction of the Assistant Director of Technology, this role requires a blend of independent system management and collaborative infrastructure support. The Engineer Level 1 serves as a key escalation point for Level 2 systems support across various platforms and shares responsibility for critical system inventory management functions

### RESPONSIBILITIES/DUTIES

#### **ESSENTIAL JOB FUNCTIONS:**

##### **Infrastructure & Networking**

- Assist in the administration, maintenance and patching of district servers.
- Perform account building and maintenance.
- Collaborate on monitoring of District networking infrastructure.
- Share responsibility for managing network access, including wall ports, wireless connections, and VPN's, which includes the physical labor required for cabling and hardware installation.

##### **Enterprise Systems & Support**

- Provide Level 2 systems support for major enterprise environments, including Google and Microsoft platforms.
- Provide Level 2 systems support for district-wide printing and copier infrastructure.
- Deliver Level 2 systems support for communication platforms, including cellular and desk phones.

##### **Cybersecurity & Safety:**

- Actively participate in and share responsibility for cybersecurity Incident Response.
- Share responsibility for Level 2 Systems support within the Security NOC
- Provide Level 2 systems support for physical security and access infrastructure, including cameras, card access, and door control systems.
- Collaborate on the management and support of student safety and monitoring platforms, including Gaggle and Security (Level 2 Systems).

## PHYSICAL REQUIREMENTS

- Ability to actively perform work in classroom, office, and other business and community settings.
- Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting).
- Ability to lift, carry, push or pull technology equipment weighing up to 40 pounds.
- Ability to safely climb ladders and work in elevated or tight spaces (e.g. ceilings, telecom closets) to install or maintain equipment as needed.
- Exposure to noise and activity of a school setting.
- Exposure to weather conditions.
- Ability to travel outside the district for a variety of meetings and conferences.

## TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

## ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_