

Job Description

Please check one of the following:

- New
 Update
 Advancement within same zone
 Promotion to Higher Zone
 Other

1. General Information

Date: 4/24/2019	Working Job Title: Network Engineer	Position #: 64616
Employee Name: T.B.A.	Title Code: 49303315	Department Name: Information Technology Services
SAP Personnel #: T.B.A.	Job Family: IT	SAP Organization Unit #: 50010180
Name of Supervisor: Greg Gray	Job Family Zone: Specialist	<input type="checkbox"/> O/S <input checked="" type="checkbox"/> M/P
Position # of Supervisor: 9015	Zone Code: IT20S	Funding Source: 9229100081
FOR HR USE ONLY:		
FLSA Overtime Exemption: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Exemption Type:	

2. Job Summary

Incumbent will be responsible for ensuring continuous availability of the University of Nebraska campus and data center networks. Including the design, implementation, and management of switches, routers, network appliances, and network management solutions. Monitor, analyze, and ensure network performance, capacity, and uptime meet university service level agreements within a 24x7 operation. Troubleshoot complex problems, individually, with other members of the team, and with third-parties. Requires regular interaction with other networking, systems, and telecom professionals in the design and delivery of services; and with end-users to provide direct support. Participation in scheduled on-call rotation is required and occasional work outside of normal business hours. Travel throughout the state of Nebraska is required.

Responsible for implementing and maintaining cybersecurity controls and complying with cybersecurity standards. Possession and use of a personal cell phone and plan for business purposes, including on-call responsibilities, is a condition of employment.

3. Duties and Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Design, implement, and manage wired network infrastructure and associated software, including switches, routers, security appliances, and management tools.	40%	*
Troubleshoot and provide support for the university community in accessing and utilizing wired network services; including on-call support requirements. Answer user questions and keep campuses informed regarding changes, incidents, problems, policies, and procedures related to wired networks.	25%	*
Monitor and identify capacity and performance issues for wired networks to ensure continued, uninterrupted operation of wired network services and desired quality of service. Prepare and deliver usage and inventory reports as requested.	10%	
Develop and maintain wired network documentation, including user-level documentation	10%	
Assists as necessary in maintaining campus-specific applications, systems or services.	10%	
Other duties as assigned.	5%	

4. Zone Definition Factors (Provide additional information not contained in the Duties & Responsibilities)

A. Knowledge, skills and abilities

Working knowledge of Windows and UNIX operating systems. Familiarity with Ethernet networking. Familiarity with TCP/IP. Excellent communication and organizational skills. Project management experience necessary. Employee is on-call - - this responsibility may require the necessity to work outside of regular business hours.

B. Problem Solving / Decision Making

Regularly displays independent problem solving with complex computing/networking problems.

C. Interactions

Daily interaction with Faculty, Staff, Co-workers, Students and Vendors.

D. Nature of Supervision

Supervision Over: Reg Staff Temp Staff/Students No Supervision
Supervision Received: Close Moderate Limited/None

E. Impact

Must be able to develop and maintain procedures and documentation to handle defective components attached to the network that could render the network inoperative. Must be able to ensure that problems are handled in a timely fashion to eliminate unnecessary downtime of equipment/networks. Must also make sure that vendor recommendations are appropriate for the University's needs. If failure to recognize that there are alternatives in these selections, the results could be a loss of funds and efficiency to ITS and the University.

5. Minimum Qualifications (indicate "required" and "preferred" for each qualification)

A. LEVEL OF EDUCATION:

Bachelor's Degree in an IT related field; equivalency considered

B. YEARS & TYPE OF EXPERIENCE:

Three-years of experience with the configuration, design, installation, and maintenance of computer hardware/networks; required

C. SPECIAL TRAINING / CERTIFICATION / LICENSURE:

D. SPECIAL KNOWLEDGE, SKILLS OR ABILITIES:

Working knowledge of Windows and Linux operating systems; required
Familiarity with Ethernet networking; required
Familiarity with TCP/IP; required
Familiarity with architecture and maintenance of routers, switches, and wireless access points; required
Familiarity with project management methodologies with the ability to handle several concurrent projects; required
Excellent communication and organizational skills; required

6. Physical Requirements

- A. GENERAL INFORMATION:** Describe the work environment and physical demands (i.e. environmental elements, travel, irregular hours, hazardous/unpleasant working conditions, etc):

Location of workplace – basement, no windows, may disturb some individuals. Eyestrain and neck/back pain may result from hours working at a computer. Employee is on-call and responsible for maintaining continual coverage of the system – this responsibility may require the necessity to work outside regular business hours. Project deadlines may necessitate evening and weekend hours. Travel out-of-state may be necessary.

- B. GENERAL PHYSICAL REQUIREMENTS** Indicate the appropriate response for an eight hour day

	Fill in the appropriate number of hours (0-8) Maximum is 8	Indicate intermittent or constant:	
		Intermittent	Constant
Sit	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand	.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drive Motor Vehicle	.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain:

- C. SPECIFIC JOB REQUIREMENTS:** Complete only for job requiring at least occasional manual effort, climbing, lifting, reaching, exposure to harsh conditions, exposure to dangerous chemicals, etc. Provide additional information or explanation as needed to describe unique or special physical requirements.

	Occasionally (less than 2 hrs / day)	Frequently (2-4 hrs / day)	Continually (5 hrs / day)
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Forward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Low	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Ladder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- D. THIS JOB REQUIRES EMPLOYEE TO:** Complete only for positions requiring lifting, carrying, pushing or pulling
Indicate in appropriate space: L = LIFT C = CARRY P = PUSH PL = PULL

	Less than 2 hrs / day				Up to 2 hrs / day				Between 2-5 hrs / day				Over 5 hrs / day			
	L	C	P	PL	L	C	P	PL	L	C	P	PL	L	C	P	PL
11 – 24 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25 – 49 lbs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50 – 74 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75 – 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Over 110 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the job requires the employee to handle over 50 lbs – please explain.

E. JOB REQUIRED USE OF HANDS OR SPECIAL TOOLS / EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pipefitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. PATIENT CARE AND RESEARCH JOB

Does this job entail:	No	If Yes, Explain
Exposure to biohazard materials	<input type="checkbox"/>	
Exposure to blood/bodily fluids	<input type="checkbox"/>	
Potential exposure to blood/bodily fluids	<input type="checkbox"/>	
Wearing hearing protection apparatus	<input type="checkbox"/>	
Working with laboratory animals	<input type="checkbox"/>	
Exposure to chemical hazards	<input type="checkbox"/>	
Wearing protective clothing	<input type="checkbox"/>	