



POSITION DESCRIPTION

Network Engineer

ORGANIZATIONAL RELATIONSHIPS

The Network Engineer is responsible for designing, maintaining, and troubleshooting the School District of Waupaca technology network. This includes providing technical support for end-user systems, software, hardware, and all other related peripheral equipment.

PERFORMANCE RESPONSIBILITIES

1. Provide operational support with a focus on maintaining the daily function of the entire district network.
2. Set up, install, and maintain the district network wireless and wired infrastructure.
3. Set up, install, and maintain district servers, firewalls, and content filtering.
4. Develop and maintain security cameras and software.
5. Set up and maintain district backup system.
6. Set up and maintain universal power supply (UPS) devices on critical infrastructure.
7. Set up, install, and maintain the district phone system.
8. Set up, install, and maintain door access throughout the district.
9. Provide advanced technical assistance to the building staff.
10. Assist in the preventative maintenance of technology equipment.
11. Keep current with revisions, upgrades, and trends in technology.
12. Work collaboratively with district-approved technology vendors.
13. Troubleshoot all areas of the district network.
14. Perform additional responsibilities as assigned by the Director of Technology.

QUALIFICATIONS

1. Associate or Bachelor's degree in information technology.
2. Previous experience in network administration.
3. Ability to clearly communicate (written and verbally), to non-technical staff.
4. Knowledge of Windows, Apple, and G Suite operating systems.
5. Knowledge of VMWare, Veeam, and other applicable software applications.
6. Knowledge of network systems specifically Cisco.
7. Organizational skills in managing workload and documentation for technology systems.
8. Possess good problem-solving and decision-making skills.
9. Possess a valid driver's license and have access to a vehicle.

10. Ability to assume responsibility, work independently, display initiative, and exercise good judgment.
11. Ability to properly handle confidential matters and emergency situations such as network compromises.
12. Customer service-focused manner that is professional, calm, patient, and courteous with students, staff, and community members.
13. Willingness to work a flexible schedule.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 70 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves lifting, walking, stooping, bending, twisting, turning, pushings, and standing.
2. Ability to pass a physical examination prior to employment
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.
4. Regular attendance and punctuality.
5. Work is scheduled between 5:00 am and 12:00 am Monday through Friday with occasional weekend work.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT

1. This position is considered full-time.
2. The Network Engineer will report to the Director of Technology.
3. Compensation will be based on individual contract.

CREATED: 07.19.2023

REVISED:

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.