
Job Title

Network & Security Engineer

Department

Information Technology

Location

Main Office

Reports To

Information Technology Manager

Job Status

Full-Time

Pay Status

Exempt

Job Grade

620

Date Created / Updated

07/28/2020

Position Summary

The Network and Security Engineer is responsible for assisting in the planning and designing of an operational and secure network. They will troubleshoot, install, implement and administer NBU's network, communications and security systems. They will help analyzing capacity issues and plan for future growth and construction. This engineer will assess network performance to ensure it meets NBU's present and future needs as determined by business and external impacts. They will provide input to network and security planning for the IT Manager.

Essential Duties and Responsibilities

- Designs and implements network systems.
 - Configures routers, switches and firewalls.
 - Conducts short and long-term planning to meet network requirements.
 - Provides support for network connectivity or related network issues for the user community.
 - Plans and monitors the installation of network systems.
 - Analyzes network activity and network problems to discover and prevent systematic errors.
 - Recommends network design changes/enhancements for improved systems availability and performance.
 - Troubleshoots, diagnoses, and resolves network problems.
 - Research, analyze and recommends the implementation of software or hardware changes to rectify any network deficiencies or to enhance network performance.
 - Manage Avaya phone system to include programming and deploying phones, managing messaging and call tracking.
 - Troubleshoot and repair phone issues for users
 - Manage and plan WiFi coverage
 - Track and manage fiber outside plant connections and maintenance.
 - Works with Security Administrator to recommend, develop and update network security guidelines.
 - Ensures planned disaster recovery testing activities are performed and that technical criteria are met.
 - Regular contact with internal and external customers and contractor representatives involved with LAN/WAN design, network implementation, and network management.
 - Configure, implement and support security software/systems to ensure vulnerability management of all aspects of company risks.
 - Make recommendations for enhancement to existing and/or new security hardware, software or related tools; assist in evaluation, planning, configuration, and implementation of new or existing security applications.
 - Ensure security best practices are identified and integrated into projects including network, system configuration, and implementations.
 - Identify and recommend potential areas where existing data security policies and procedures require change, or where a supplement is required to mitigate key security risks.
 - Assist in the identification, response, investigation and remediation of potential breaches of data security. Establish, monitor and maintain log-on identifications, passwords and access rules/profiles, defining specific access to network, files and database management systems, as required.
 - Coordinate, develop and maintain system documentation; monitor and review changes and documentation updates for accuracy, currency, and compliance with policies and procedures.
- Ensure compliance of change control procedures and policies; evaluate and participate in meeting requirements for re-validation.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained

Bachelors

Field of Study

Computer Science

Work Experience Time Frame

Three Years or More

Other

Certification and Licensures Requirements

Preferred:

- Cisco Certified Network Associate (CCNA)
- Certified SonicWall Security Administrator (CSSA)
- Avaya Support Professional Specialist (ASPS)
- Comp TIA Network +
- Comp TIA Security +
- Familiarity with virtualization technology for servers and networks

Other Minimum Qualifications

- Availability to work hours other than regular schedule, including nights, weekends and holidays.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
Arc GIS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AutoCAD	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crystal Reports	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Access	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Microsoft Excel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Microsoft Word	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Microsoft Publisher	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Microsoft Powerpoint	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other Software Knowledge

Cyber Security Tools

Experience with Machines, Tools, Equipment and Other Work Aids

Personal Computer, Telephone

Physical Demands

Standing

Rarely

- Making Presentations
- Observing Work Site
- Observing Work Duties
- Communication with Co-workers

Fine Dexterity

Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking

Occasionally

- To Other Departments / Offices/Office Equipment
- Around Worksite

Lifting

Frequently

- Supplies
- Equipment
- Files

Carrying

Frequently

- Supplies
- Equipment
- Files

Sitting

Constantly

- Desk Work
- Meetings
- Driving

Reaching

Occasionally

- For Supplies
- For Files

Handling

Occasionally

- Paperwork
- Monies

Kneeling

Occasionally

- Filing in Lower Drawers
- Retrieving Items From Lower Shelves / Ground

Crawling

Occasionally

- Under Equipment
- Inside Attics / Pipes / Ditches

Pushing / Pulling

Occasionally

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing

Rarely

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision

Constantly

- Reading
- Computer Screen
- Driving
- Observing Worksite

Foot Controls

Never

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing

Rarely

- On Ladder
- On Equipment
- On Step Stool

Bending

Rarely

- Filing in Lower Drawers
- Retrieving Items form Lower Shelves / Ground
- Making Repairs

Crouching

Rarely

- Retrieving Items From Lower Shelves / Ground
- Filing in Lower Drawers

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chemical Hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electrical Hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire Hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explosives	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicable Diseases	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical Danger or Abuse	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other

Primary Work Environment

- Office Environment
- Warehouse
- Shop
- Vehicle
- Outdoors / Field

Other

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Emergency Situations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Frequent Change of Task	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Irregular Schedule / Overtime	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performing Multiple Tasks Simultaneously	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working Closely with Others as Part of a Team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tedious or Exacting Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Noisy / Distracting Environment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other



Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Date

Employee's Name (PLEASE PRINT)