 **Network Engineer I Standard Job Description**

**Classification Title:** Network Engineer I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 68

**Job Description Summary:**

The Network Engineer I, under general direction, performs routine network engineering functions.

**Essential Duties and Tasks:**

**40% Network Design and Support**

* Assist with network design activities under the guidance of senior network engineers.
* Help analyze, troubleshoot, track, and repair data communications networks.
* Establish contacts with vendors for networking support and problem resolution.
* Consult with clients to define networking requirements.
* Implement tests used to certify network to required installation design standards.
* Assist with new technology deployments and integration testing.

**25% Documentation and Reporting**

* Document network engineering designs, plans, maps, methods, and procedures.
* Review the accuracy of documentation of network engineering designs.
* Document problems and repairs.
* Produce reports and summaries for management and users including status reports, problem reports, progress summaries, and system utilization reports.
* Provide input for the planning and budget process.

**15% Administrative and Operational Support**

* Participate in training and professional development sessions.
* Assist other employees in resolving various technical issues.
* Provide on-call support on nights and weekends as needed.
* Complete small projects under guidance from senior engineers.
* Confer with project management and vendors to produce bills of materials.
* Participate in change management and problem tracking.
* Ensure all work is accurate and in compliance with departmental or project quality standards.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Two years of networking design experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Knowledge of advanced Information Technology (IT) and the Interface Technology Library (ITIL).
* Ability to perform intermediate troubleshooting and maintain client relations.
* Ability to multitask and work cooperatively with others.
* Excellent written communication, analytical, interpersonal, and organizational skills.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**