

# IT Network Engineer Job Description

---

## **Duties and Responsibilities:**

- Perform network security duties, such as managing host security, configuring firewalls, deleting and adding users, and disaster recovery and backup planning
- Carry out Network Engineer-Architect's designs; develop the enterprise's computing networks such as local area networks (LANs), wide area networks (WANS), and data centers
- Deploy hardware, including switches, UPSs, and routers, following direction from the supervisor
- Provide assistance in finding potential problems with network architecture/design and reporting them to senior network engineers to investigate further
- Participate in the creation and maintenance of available documentation regarding processes, network mapping, and network configuration
- Participate in the maintenance of procedures for disaster recovery, usage, and network administration
- Apply the work order system in documenting completed work
- Ensure daily work schedule and projects are completed within set deadlines by performing project tracking functions
- Carry out installation, maintenance, optimization, and monitoring of wireless or wired network equipment and other routine network hardware
- Provide support to single and multimode fiber and structured cabling and other systems, software, and communication links
- Perform analysis and monitoring of network availability and performance over expectations; carry out performance tuning and assist in troubleshooting network issues; make network performance reports and statistics available

- Collaborate with service providers and vendors to resolve problems relating to routine network and effect appropriate solutions
- Perform monitoring and auditing functions to ensure enterprise security procedures and policies are complied with; ensure violations are promptly reported to supervisor
- Ensure confidentiality in handling information being accessed, processes, or stored through company network resources
- Provide training and assistance to system users on usage of new network services or/and applications and other relevant applications; provide training to users to maximize the use of computing and network systems
- Serve as one to be relied upon in the event of an emergency
- Provide assistance in evaluating and analyzing new network software, hardware, and communication equipment to be sure they are compatible and applicable to the company's operations before they are recommended
- Responsible for testing new software and/or hardware from third party
- Remain updated of new technologies and development in the industry
- Carry out other job related tasks that may be assigned.

### **IT Network Engineer Requirements – Skills, Knowledge, and Abilities**

- Possess a Computer Science Bachelor's Degree from an accredited institution, or a degree in other related field; also may be accepted is a combination of relevant experience, education, or/and certification
- Strong enterprise networking experience, including structured cabling and enterprise networked equipment
- Possess a valid driver's license
- Two or more years of working full-time as an IT professional in a data center operations setting or in an IT network design environment
- Possess current certification (entry-level network)
- Strong experience and knowledge of networking concepts: TCP/IP, OSI, Routing and Switching, Cisco Networks, Juniper Networks, Palo Alto Networks, and Extreme Networks
- Deep knowledge of network management processes and tools, wireless and wired networks, wiring and cabling standards, and connections

- Strong knowledge and experience with communications, wide and local area networking and all relevant software and hardware
- Excellent written and verbal communication, and interpersonal skills
- Strong ability to source information from users, vendors, and colleagues and deliver it to the required audience
- Strong documentation and reporting skills to effectively document routine technical problems, and to summarize the problems for various clients, including business and technical clients
- Strong ability to prioritize routine administrative tasks and to complete assigned duties within set deadline
- Profound ability to perform systems analysis and information gathering
- Strong project management ability- to develop simple project plans from identifying major milestones for small projects.