



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

INFORMATION TECHNOLOGY NETWORK ENGINEER III

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 47 Job #: YA48
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JOB SUMMARY

This is the journey level position performing Information Technology Network Engineer III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Performs inventory, monitoring and assessment of the condition of network communications hardware and software in preparation for capital improvement projects.
2. Acts as agreement administrator. Develops scope of work, evaluates responses, conducts scoping and pre-submission conferences, reviews submittals, and recommends award of agreements and contracts.
3. Develops and updates network standards and policies.
4. Performs network systems performance assessments and capacity planning; monitors, analyzes, troubleshoots, and optimizes network systems.
5. Prepares technical documents and reports; prepares and conducts presentations.
6. Assists with developing contingencies and strategies for minimizing network system interruptions.

7. Designs network systems enterprise architecture integrating business processes, data, software, hardware, and network components.
8. Assists with researching, evaluating, planning and designing integration of new technologies and deploys pilot projects of new technologies.
9. Develops, maintains, and tests backup and recovery procedures. Executes disaster recovery plan for area of responsibility.
10. May participate on a project team.
11. Plans, develops, implements and supports network security systems.
12. Designs network systems infrastructure; configures and optimize network system hardware and software and install, configure, test, maintain, and upgrade network systems software and hardware.
13. Designs, develops, plans, pilots, implements and supports unified communications technologies.
14. Designs, develops, plans, pilots, implements and supports VOIP server systems, IP network, and Quality of Service (QOS); installs, maintains, and supports upgrades and patches.
15. Performs other related Information Technology Network Engineer job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and four years of relevant experience.

Required Knowledge of: Principles, practices, and procedures of Information Technology; network systems and applications; principles, practices, and procedures of network design, capacity planning and quality of service; operational characteristics of network systems; word processing and spreadsheets; and current office technology and equipment.

Required Skills and Abilities to: Design network systems; provides support for network systems; tracks, monitors and troubleshoots network hardware and software; performs network configuration, optimization, installation, upgrades, and testing; analyze requests and provide customer assistance for solutions; maintain confidentiality for proprietary and personal information; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- CCNA Cisco Certified Network Associate or equivalent

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.