



# Network Administration Engineer I

<b>Job Code</b>	20000275	<b>Job Family</b>	Technology	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	ITS Operations Support	<b>Reports to</b>	Mgr ITS Operations Support	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Non-Exempt	<b>Pay Grade</b>	2055	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	12/1/2022				

## Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

The Network Administration Engineer I position manages the District's on-premise and cloud network infrastructure for such devices as firewalls, routers, switches, and security appliances. This position is accountable for implementation of new networks, maintenance of existing networks including any necessary enhancements, and their decommissioning. This role will assist with the identification, prioritization, and resolution of critical infrastructure and security related issues that impact business operations. This position safeguards the recoverability, performance, compliance, and security of District infrastructure and is key to ensuring that the information systems necessary to fulfill the District's mission are highly available.

## Accountabilities

### Accountability #1

**Fiscal Management:** Assist in leveraging technology and prudently managing costs to deliver outstanding value to our customers by participating in the support of technology systems to ensure the delivery of cost effective and efficient maintenance through adhering to best practices and standards on behalf of our customers and stakeholders. Provides input to solutions that provide value and continually enhance operational processes. Participates in infrastructure, software and vendor selections, and similar responsibilities.

### Accountability #2

**Business Innovation and Continual Improvement:** Deliver exceptional value to our customers through continual improvement and innovation by participating in the implementation of system changes and the deployment of new systems based on business needs, providing technical support in the analysis, evaluation of options, and solutions. Responsible for configuration/develop/administration, test, and documentation to ensure delivery of quality technical solutions that reliably and sustainably meet the needs of the Organization. Generally, works on changes with low risk and business impact or similar work. Estimates time and effort required to complete assigned tasks. Apprises project manager of status, schedule variances & outstanding issues, and similar responsibilities.

### Accountability #3

**Cyber Security (Security, PII and Confidentiality)/ Compliance:** Achieve the highest level of employee and community trust in how the District manages data and system security by participating in ensuring the security and confidentiality of technological systems, processes and data. Applies cyber security best practices through system administration, development, configuration and similar responsibilities. Ensures access to protected data (PII, HIPPA, etc.) is limited to authorized personnel. Provides input to solutions that ensure cyber security and continually adjusts to operational processes to improve and ensure security and privacy requirements and similar responsibilities. Ensures compliance to all applicable standards by following established processes, and similar responsibilities.

**Accountability #4**

Operational Support: Achieve the highest level of employee and community trust in how the District manages systems operations by participating in configuration, administration, support and maintenance of the District's computer systems to ensure they are highly available and ready for use in supporting the District's mission. Install, develops, set up, and tests hardware and software systems. Troubleshoots and resolves technical issues as they arise and implements and monitors improvements as necessary. Provides customer support by responding to all technology requests. Provides support based on operational best practices and methodologies (e.g. Agile, ITIL, Industry Standards, etc.). Knows the major products, processes and services of the District's business. Resolves simple incidents and problems per standard troubleshooting procedures, based upon education and using the incident management process, tools and escalation procedures, and similar responsibilities.

**Accountability #5**

Collaboration and Customer Service: Demonstrate powerful partnership that reflects an understanding of customer needs by providing customer service (internal and external) through effective communication and collaboration to ensure technology needs are met to support the District's mission of providing reliable and cost-effective service. Builds and maintains effective relationships with stakeholders inside and outside the organization (e.g., customers, peers, cross-functional partners, external vendors, alliance partners). Contributes to building and sustaining an inclusive and equitable working environment by supporting all District employees. Actively supports and encourages every team member to share their ideas in an open and inclusive manner, and similar responsibilities.

**Accountability #6****Accountability #7****Accountability #8****Accountability #9****Accountability #10**

## Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

## Qualifications – Education and Experience

### **Minimum Required Education and Experience:**

Bachelor's Degree in Computer Science, Information Technology, or related field;

OR

Four (4) years of related Information Technology experience.

### **Preferred Education and Experience:**

## Qualifications – License(s) and/or Certification(s)

### **Minimum Required License(s) and/or Certification(s):**

### **Preferred License(s) and/or Certification(s):**

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

Network administration

Proficient communication skills (both written and verbal)  
Superb troubleshooting ability  
Outstanding customer service skills  
Excellent teamwork

**Preferred Skills and Abilities:**

Juniper and/or Cisco administration  
Information Technology Infrastructure Library (ITIL) IT Service Management practices as implemented at the District  
Cloud based systems and integrations  
Firewall configurations and best practices  
Load balancer configurations and best practices  
Enterprise backup and disaster recovery  
Automation using scripting and/or programming  
Networking at all OSI layers  
Industry compliance standards  
Cyber security best practices  
Project management principles, practices and mythologies  
Root cause analysis and troubleshooting techniques  
Exceptional customer service practices and principles  
IT architecture principles

**Competencies**

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation

- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

## Physical Demands

### Physical Demands List

### Frequency

Sit	Frequent (34-66%)
Walk	Seldom (1-10%)
Stand	Frequent (34-66%)
Drive	Seldom (1-10%)
Work on ladders	Seldom (1-10%)
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Seldom (1-10%)
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Constant (67-100%)
Grasp (forceful)	Constant (67-100%)
Fine finger manipulation	Seldom (1-10%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Occasional (11-33%)
Use close vision	Constant (67-100%)
Use distance vision	Seldom (1-10%)
Use color vision	Constant (67-100%)
Use peripheral depth perception	Never
Speak	Constant (67-100%)

Hear

Constant (67-100%)

**Additional Physical Demands not listed above and associated frequency below.**

## Mental Demands

### Communication

### Frequency

Understand and carry out simple oral instructions Frequent (34-66%)

Understand and carry out complicated oral instructions Frequent (34-66%)

Train other workers Frequent (34-66%)

Work alone Frequent (34-66%)

Work as a member of a team Frequent (34-66%)

Follow standards for work interactions Constant (67-100%)

Write communications for clarity and understanding Constant (67-100%)

Speak with clarity with others Constant (67-100%)

### Comprehension

### Frequency

Read and carry out simple instructions Constant (67-100%)

Read and carry out complicated instructions Constant (67-100%)

Retain relevant job information Constant (67-100%)

### Reasoning

### Frequency

Read and interpret data Constant (67-100%)

Count and make simple arithmetic additions and subtractions Occasional (11-33%)

Use intermediate and/or advanced math Occasional (11-33%)

### Organization

### Frequency

Plan own work activities Frequent (34-66%)

Plan work activities of others Seldom (1-10%)

Direct work activities of others Seldom (1-10%)

### Resilience

### Frequency

Work under pressure Occasional (11-33%)

Work for long periods of time Occasional (11-33%)

Work on several tasks at the same time Occasional (11-33%)

**Additional Mental Demands not listed above and associated frequency below.**

### Work Environment

<b>Environmental Conditions List</b>	<b>Frequency</b>
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Exposure to weather	Never
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Wet and/or humidity	Never
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Atmospheric conditions	Never
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Confined/restricted working environment	Never
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Vibratory Tasks – High	Never
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Vibratory Tasks – Low	Never
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**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

<b>Risk Conditions List</b>	<b>Frequency</b>
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Exposure to Heights	Seldom (1-10%)
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Exposure to Electricity	Seldom (1-10%)
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Exposure to Toxic or Caustic Chemicals	Never
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Working with Explosives	Never
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Exposure to Radiant Energy	Never
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Extreme Cold	Never
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Extreme Hot	Never
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Proximity to Moving Mechanical Parts	Never
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Noise Intensity	Never
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Exposure to animals	Never
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Working with angry customers	Seldom (1-10%)
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**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

### On-Call Status and Frequency



**On-Call is required.**

- Yes
- No

**On-call activities and frequency.**

Regularly - more than 12 times a year 0

**Work Location**

**The primary assignment for this position is:**

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.