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JOB DESCRIPTION

Job Title: Data Network Engineer
Department: Network Technology Solutions   **FLSA Status:**   Exempt
Reports To: Network Engineering Manager   **Represented by the Association:** No

Job Summary: This position is responsible for the design, installation, and management of data networking equipment. This includes working with customers to design integration requirements between the Blackfoot and the customer's networks.

Essential Job Duties and Responsibilities:
- Plan and support network infrastructure.

- Install, configure and maintain customer data/voice network equipment for business LAN/WAN services. Monitor system performance and implement performance tuning.

- Manage IP addressing, including assignment of subnets, IP pools, etc.

- Configure, manage and update customer firewall appliances.

- Assist sales with the planning and designing of customer data/voice networks.

- Document network design as well as network problems, and resolution for future reference.

- Strong analytical abilities and professional office experience required.

- Provide Tier 3 support for Tier 1 and Tier 2 Technicians.

Additional Job Duties and Responsibilities:
- Perform other duties and responsibilities as required to fulfill job function or as assigned.

Knowledge, Skills, and Abilities:
- Knowledge of:
    - company policies, procedures, products and services.
    - general office practices and procedures.
    - telecommunications industry and data network equipment and systems.
    - time management and organizational skills.

- Skill to:
    - gather and report numerical data and produce statistical reports.
    - operate various office equipment such as a computer, copy machine, fax machine and multi-line telephone.

- Ability to:
    - work independently.
    - think analytically and be a problem solver.
    - communicate effectively, both in writing and in speaking, with customers, co-workers, and various business contacts in a courteous and professional manner.

- work completely and accurately under time constraints and deadlines.
- read, analyze, and interpret reports.
- provide excellent customer service.
- work in a safe and effective manner.
- obtain and maintain a valid Montana driver's license, have a good driving record and be insured under the Company insurance policy.

Education and Experience:
Any combination equivalent to the following education and experience that would provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge, skills and abilities would be:
Bachelors' degree in computer science or related field; 3 to 5 years of experience with Internet and other data networks. Cisco CCNA/CCDA preferred.

Physical and Other Requirements:
This position may require 8 to 10 hour days, flexible hours and some weekends.

Physical Requirements	0-24%	25-49%	50- 74%	75-100%
Seeing: Must be able to read reports and use computer. Must be able to read and interpret test equipment.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pushing/Pulling:	X			
Fingering/Grasping/Feeling:				X

Working Conditions:
This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Additional Information:
This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Blackfoot reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Acknowledgement   Date

Effective Date
July 14, 2017