

Volcano Communications Group

Job Description

Job Title: Network Administrator
Department: Network Services
Reports To: Director of Network Services
FLSA Status: Nonexempt

THIS JOB IS CLASSIFIED AS A SAFETY SENSITIVE JOB. PERSONS APPLYING FOR OR TRANSFERRING INTO THIS JOB MUST SUBMIT TO AND SATISFACTORILY PASS A MANDATORY DRUG TEST AT THE COMPANY'S EXPENSE PRIOR TO HIRING OR TRANSFER.

1 ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor network performance and address any issues or anomalies.
- Assist in routine maintenance tasks, including updates, patches, and configuration changes.
- Provide first-level support for network-related incidents and service requests.
- Collaborate with the Senior Network Engineer to troubleshoot and resolve technical issues.
- Contribute to the maintenance of network documentation, including configurations and procedures.
- Keep records of network changes and updates for future reference.
- Assist in implementing and maintaining security measures to protect network infrastructure.
- Ensure compliance with security policies and industry standards.
- Work collaboratively with cross-functional teams to support overall network objectives.
- Learn from and contribute to the knowledge base of the Senior Network Engineer and other network support staff.
- Actively participate in training and development opportunities to enhance technical skills.
- Stay informed about industry trends and emerging technologies.
- Mentor and provide guidance to junior network support staff.
- Consistent and regular attendance of at least forty hours per week. Must be available and may be required to work overtime. Shift days, times, and lengths may vary.
- Performs other duties as assigned.

2 SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

3 QUALIFICATIONS AND SKILLS

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough understanding of Ethernet, TCP/IP, VLANs, and other commonly used network protocols.
- Basic understanding of networking concepts and protocols.
- Understanding of core network protocols including DNS and DHCP.
- Familiarity with network security best practices and firewall configurations
- Experience working with routers, switches, and other network hardware from leading manufacturers.
- Experience generating and maintaining comprehensive network documentation, including diagrams and configurations.
- Experience with automation tools (Ansible, Puppet, etc.) and / or scripting (python, Bash, etc.) a plus.

4 EDUCATION AND EXPERIENCE

- Four years' experience working in an IT environment with at least 2 years focused on Ethernet and IP networks.
- Relevant certifications (CompTIA Network+, CCNA) a plus.

5 LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

6 MATHEMATICAL SKILLS

Ability to apply concepts of algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

7 REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

8 CERTIFICATES, LICENSES, REGISTRATIONS

Valid and unrestricted driver's license.

9 PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, climb, and stoop. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

10 WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and the risk of radiation. The noise level in the work environment is usually moderate.