

HunTel Systems, Inc.

Job Description

Job Title: Data Network Engineer II

Department: Engineering

Division: HTL Engineering

Reports To: V. P. Engineering

Exempt/Non-Exempt: Exempt

Full-time/Part-time: Full-time

Revised Date: 2/7/2006

Job Grade: 412

JOB SUMMARY

Paragraph describing the overall reason the job exists

Design, specify, and in certain circumstances maintain the most efficient and highest quality public and private data networks for toll, local loop, CATV, LAN, and WAN circuits. Implement and maintain servers and applications on Microsoft and Unix-variant platforms. Develop and implement a continued data and switching training course for customers and associates.

KEY RESPONSIBILITIES

List key responsibilities directly related to the Job Summary

% of Time

- A. 30% Work with telecommunications managers, board of directors, and plant personnel to obtain future data communications and switching requirements to be incorporated into network designs for present and future service requirements.
- B. 05% Interface with equipment vendors to stay abreast with the latest technology in data communications hardware and services.
- C. 40% Design and implement quality data communication networks with expected usable life cycles of greater than 5 years, with multiple manufacturer's products and equipment.
- D. 10% Prepare and present technical information in written or oral form to individuals or groups of Telecom Directors, Managers, and/or Employees.
- E. 05% Administer private LAN / WAN including server-based applications.
- F. 10% Responsible for training of Non-certified employees and customers

JOB DUTIES

Beginning with Key Responsibility A, list specific duties which support each key responsibility

<u>Duty #</u>	<u>Key Resp</u>	<u>Job Duty</u>
1.	<u>A/C</u>	Design a variety of data networks, and switching systems with input from various customers and departments.
2.	<u>A/C</u>	Write technical specifications.
3.	<u>C/E</u>	Work with and administer various Data Bases.
4.	<u>A/C</u>	Implement data networks with input from various customers and departments.
5.	<u>A/B/C</u>	Assess data networks and make recommendations for upgrade.
6.	<u>A/B/D</u>	Work with others including inside the department, outside the department, and end customers.
7.	<u>A/B</u>	Ability to read and understand various engineering drawings and specifications.
8.	<u>A/D/F</u>	Travel as required.
9.	<u>D</u>	Effectively communicate to management, customers, and large groups (State meetings, Board of Directors, Annual meeting, etc.).
10.	<u>A/D</u>	Influence new business for HCI Holdings Inc.
11.	<u>B</u>	Identify and recommend quality data products.
12.	<u>ALL</u>	Report to upper management of current and future data communication products and network designs.
13.	<u>F</u>	Develop and implement training programs for Data and switching networks.
14.	<u>A/C</u>	Assist with design, implementation, and support of VoIP systems.
15.	<u>E</u>	Implement and maintain servers and web-based applications on Microsoft and Unix platforms.

QUALIFICATIONS

Describe the knowledge, skill, ability, education and experience necessary to perform job responsibilities

Required:

- Bachelor's Degree or equivalent experience with two or more Cisco Certified Professional Training Paths.
- 8-10 yrs experience in designing data networks
- Experience with Windows NT, 2000, 2003, Linux, and UNIX systems.
- Experience with Web and applications design.
- Classroom training ability
- Up to 50% overnight travel
- Able to communicate with associates and customers in a professional and courteous manner.

Preferred:

- Degree in Computer Science with a CCIE certification in three or more Paths.

ESSENTIAL FUNCTIONS

- Ability to work a minimum of 40 hours per week to accommodate a daily work schedule with established start times.
- Ability to be physically on-site for work at the office or customer facilities
- Ability to present, communicate, and dress in a professional manner for conducting business with clients.
- Ability to work in a team environment exhibiting a positive and professional attitude and attire
- Must be able to work additional hours in evenings and on weekends to meet project deadlines or for client critical support resolution(s).
- Ability to work and communicate effectively and in a professional manner with coworkers and clients
- Ability to demonstrate manual dexterity to effectively utilize a personal computer keyboard or similar device
- Ability to view information on a computer monitor, as well as any paper supplied business / technical specifications, documents and manuals
- Able to work sitting at a computer at least 80% to 95% of the time.
- Ability to work in an open office design with minimal personal privacy while maintaining a clean work space.
- Ability to work on the phone with client for up to two-hour segments.
- Ability to productively participate in client presentations, dinners and industry events such as conferences and outings at periods of time other than regular business hours.
- Ability to travel on short notice as required for business, including by car, train, tram/bus and air.
- Ability to climb ladders and maneuver under desks and in cubicles to install and maintain computer and communications cabling and equipment.
- Ability to use small hand tools to construct or repair company and client electronic equipment.
- Ability to climb stairs
- Ability to lift and carry up to 50 pounds
- Ability to drive long distances
- Regular, reliable attendance

REPORTING RELATIONSHIPS

List job titles and number of incumbents which report directly to this job

None