

**SUMMERS MANUFACTURING COMPANY, INC.**  
**POSITION DESCRIPTION**

POSITION TITLE: Network Specialist

DEPARTMENT: IT

IMMEDIATE SUPERVISOR: Director of Information Technology

FLSA: Exempt

SUPERVISION RESPONSIBILITIES: No

**1. GENERAL SUMMARY OF RESPONSIBILITIES:**

Responsible for assisting Director of Information Technology with all aspects of network administration including servers, desktop systems, communications hardware/software and office systems.

**2. SPECIFIC JOB RESPONSIBILITIES:**

- A. Deployment and Administration of LAN and Wan environments.
- B. Manage hardware/software for failures and upgrades.
- C. Prepare evaluations of software or hardware, and recommend improvements or upgrades.
- D. Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- E. Maintain records of daily data communications transactions, problems and remedial actions taken, or installation activities.
- F. Maintain and test daily/weekly/monthly backups for entire organization.
- G. Set up equipment for employee use, perform or ensure proper installation of cables, operating systems and appropriate software.
- H. Work closely with Director of Information Technology to ensure optimal network performance and efficiency on a daily basis.
- I. Train and educate users on proper password management and network security.

**3. JOB SPECIFICATIONS:**

**A. Education/License/Certification Requirements**

- 1. Associates Degree in computer networking or related field, required. Bachelor's degree preferred.
- 2. Valid North Dakota driver's license with a clean driving record, required.

B. Experience Requirements

1. Three (3) years of related experience, required.
2. Knowledge of and experience with the following computer programs:
  - a. Windows Server Platforms
  - b. Windows Desktop platforms
  - c. Microsoft Share Point Services
  - d. ERP Software
  - e. Cisco Networking
  - f. Symantec Backup and Anti-virus software
  - g. SQL database management

C. Competencies

1. Adaptability
2. Active Listening
3. Accuracy
4. Interpersonal Skills
5. Organized
6. Problem Solving

D. Physical Requirements

1. Ability to walk and stand for long periods, up to two (2) hours, required.
2. Ability to sit up for long periods of time, up to four (4) hours, required.
3. This position requires infrequent lifting and carrying of machine parts, weighing up to 70 lbs. in the following situations:
  - a. Lifting parts from machinery while working on a machine.
  - b. Carrying parts short distances.

## E. Other Requirements

1. Occasional nights and weekend work required.
2. Travel to remote plants required.
3. This position involves work inside and outside the plant, where conditions may get dusty, hot, cold, noisy and smoky and may involve exposure to some odors:
  - a. Ability to work around fumes and chemicals, required.
  - b. Ability to work around moving parts, required.
  - c. Ability to work around loud noises, required.

By accepting a position within Summers Mfg. you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

- \* Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.
- \* Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.
- \* Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company; by identifying problems, finding solutions, and being an active participant in sustaining those solutions.
- \* Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.