

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Enterprise System Engineer  
Code: 17501  
Salary Grade: 63  
FLSA Status: Exempt  
Department/Division: Office of Information Technology, Infrastructure Services  
Reports To: Senior Enterprise System Engineer

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## *Summary*

- Function: Under limited supervision, responsible for the design, installation, testing, administration, and documentation of enterprise server software, including operating systems, shared components and application level protocols.

## *Duties*

- Typical:
  1. Plans and designs implementation of new servers, storage products, and applications. Documents processes, procedures, and proposes improvements.
  2. Architects, manages, tests, and provides support to multiple enterprise wide systems and servers in a data center environment.
  3. Designs, installs and supports enterprise-wide computing systems, and related infrastructure, e.g., Active Directory, BIND, CIFS, NFS, WINS, DNS, DHCP.
  4. Architects and implements security for server protection and client access.
  5. Analyzes server requirements from functional specifications.
  6. Develops and maintains hardware and application documentation standards in enterprise data center environment.
  7. Consults on server application design; coordinates changes to server applications, including upgrades, patches and fixes.
  8. Schedules and performs installation and upgrades and maintains them in accordance with established Information Technology policies and procedures.
  9. Monitors and tunes the system to achieve optimum performance levels.
  10. Recognizes and troubleshoots problems with server hardware and applications.
  11. Ensures data or media recoverability by implementing a schedule of system backups.
  12. Supports media management through internal methods and procedures and through offsite storage and retrieval services.
  13. Conducts routine hardware and software audits of servers to ensure compliance with established standards, policies, and configuration guidelines.
  14. Develops and maintains a comprehensive operating system hardware and software configuration database or library of all supporting documentation.
  15. Assists with special projects, as needed.

<p>16. Knowledge of all Microsoft Office software and able to learn and use institutional software system.</p> <p>17. Complies with all State and University policies.</p> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Other duties as assigned.</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree from four year college or university within area of assigned responsibility.	N/A
Technical training and/or experience may be substituted for a degree on a year for year basis.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Ability to program system support tasks in C, Java, Perl, batch/shell, Power Shell or other general purpose programming language; perform complex performance analysis including system processes, I/O subsystems, networks and other related components.	N/A
Basic understanding of IP networking, basic routing, TCP ports and network services, including SSH, LDAP, SFTP and HTTP(S).	
Ability to design, promote, and implement change control and configuration management, patch management, high availability systems, structured design and support methodologies.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience with common server hardware architecture including servers (CPU, bus, memory), SANs, disk arrays, network hardware.	N/A
Three years of experience with Operating Systems (e.g., Windows, Solaris, OR Linux, including processes, files, memory management and I/O systems; distributed information systems including 2 and 3 tier designs, and web based systems; networking services and protocols (e.g., TCP/IP, SSL, FTP, Telnet, LDAP).	

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
While performing the duties of this job, the employee is occasionally exposed to extreme cold and risk of electrical shock. The employee is regularly required to sit, stand and talk or hear.	Occasional travel may be required
The noise level in the work environment is usually moderate.	
Must occasionally lift and move up to 40 pounds.	

***Supervision***

<b>Received</b>	<b>Given</b>
Direct supervision received from Senior Enterprise System Engineer.	None.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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