



Heating & Cooling Products

JOB DESCRIPTION

Job Title: Network Administrator

Department: Information Technology

Job Reports To: IT Network and Security Infrastructure Supervisor

Exempt _____ Non-Exempt X _____

Job Summary: The Network Administrator with emphasis on Network Security will be responsible for maintaining and configuring network solutions in a complex multi-vendor LAN/WAN environment, which includes Cisco, Meraki, ExtraHop, Forescout, Okta, Palo Alto, SentinelOne, and Umbrella. Support AAON's network including internal and external devices.

Essential Responsibilities/Activities

- Work with the Network and Security Administrators to establish, document, and maintain network and security standards.
- Establish, and maintain network connectivity in a primarily Meraki environment. Must have a good working understanding of media, switching, ports, and VLANs.
- Monitor integration, reliability, and performance of a multi-vendor network.
- Analyze dataflow, data access, information security, and other network security requirements as they pertain to the AAON network.
- Secure network by applying common network access monitoring, control, and evaluation through network visibility tools and coordination with the IT Network and Security Infrastructure Supervisor.
- Previous experience with Cyber Security Incident Response/Mitigation and best practices essential.
- Palo Alto Firewall experience essential.
- Previous experience with VoIP and WebEx video conferencing a plus.
- Provide desktop user support for networking issues escalated from the Helpdesk.
- Update job knowledge by participating in educational activities, keeping abreast of the changing environment in network administration.

Other Responsibilities/ Activities:

- Good working knowledge of LAN and WAN networking hardware and protocols, switches, routers, firewalls, TCP/IP, DNS, DHCP and VLANs.
- Adherence and compliance to industry standard IT governance and controls, primarily those related to SOX.
- Understanding of CSC Controls, NIST CSF, and Incident investigating/reporting.

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- Ability to self-prioritize tasks and manage time effectively beyond the requirements set by supervisor.

Minimum Requirements:

- Bachelor's degree in IT, computer science or a related field of study.
- CCNA; or willingness to complete within 12 months
- Experience with VPN technologies
- Preferred: Experience with Security technologies and appliances

Essential Mental Functions:

- The qualified candidate must exhibit good decision making, analytical problem solving, statistical analysis and excellent organizational abilities. Additionally, the candidate must be able to communicate effectively, in written and spoken form, and possess excellent interpersonal relationship skills. Must work well in a team environment. Job requires that work be done at the AAON facility.

Essential Physical Functions:

- Lift up to 50lbs.
- Able to be comfortably seated at a desk for prolonged periods of time.
- Must be able to climb.
- Job requires frequent trips to manufacturing environment where individual will be subject to heat, cold and dusty/dirty conditions at times.

Disclaimer:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at a time with or without notice. This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. The company reserves the right to revise this job description at any time. The employee must be able to perform the essential functions of the position satisfactorily. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of the job, absent undue hardship.

Acknowledgement:

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department

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and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

Signature

Date

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