

Junior-Level System Administrator

Job Description

Parkland Light & Water Company (PL&WCo's) is seeking a System Administrator. This person will provide a sound and secure information technology environment that supports PL&WCo's business and technical requirements, including networking, server hardware/software maintenance, E-mail, backup solutions, security, cloud computing and policies and procedures development. PL&WCo is a not-for-profit electric and water company serving over 7500 services in Tacoma WA.

A successful candidate will have working knowledge of Microsoft Windows environments, Active Directory, DNS, DHCP, TCP-IP, server/PC hardware, backups, user and group management, firewall administration, remote access and general network/information security.

PL&WCo's utilizes an application (UPN) for all utility billing, account maintenance, financials, workorders etc. This application runs on a windows platform, with datasets on a Linux platform, and an Oracle database. These platforms are supported by our vendor Southeast Data Core (SEDC).

The candidate will be responsible for installing, configuring and maintaining the company's various computers systems, applications and firewall. This includes system and application upgrades, updates and patches. The candidate will be responsible for securing company data and other resources and ensuring data availability and disaster recovery.

Other duties include:

- Maintaining the various computer systems owned or operated by the company
- Providing end-user support, resolving technical issues and providing technical assistance for all operating systems and applications
- Providing in-person and remote support through use of the telephone or remote access
- Providing new employees with required hardware and appropriate access to the company's computer systems
- Maintaining business software applications
- Researching, designing, implementing, configuring, monitoring, troubleshooting and evaluating existing and new operating systems and applications.
- Ensure that architecture principles and technology standards are consistently applied and updated as appropriate.
- Conferring with database programmers, analysts or other system administrators as needed
- Testing, validating and installing operating system and application security/performance patches
- Directing third-party vendors who may be involved in diagnosing and correcting system related issues and assisting with solutions
- Assisting in utility account maintenance.
- Administrative tracking and electronically documenting of service orders
- Creating, modifying, and running Access queries and reports.
- Helping with month end reporting.
- Supporting management with IT requests and potential new implementations.
- Researching new IT services/vendors with management as needed for cost containment.
- Supporting Management with tracking of computer/printer devices for asset controls.
- Ensuring end users have proper computer resources including enough memory and the set up needed to be able to work efficiently.

Non- IT duties:

PL&WCo has 29 employees and provides electric and/or water service to over 7500 accounts. Employees are cross trained to support other departments. The successful candidate should have, with training, the ability to accept other duties and task unrelated to System Administration.

Educational Requirements:

- BA/BS desired in a Business or Computer Science field or Equivalent work experience

Skills:

- Logical thinker, ability to logically problem solve, proactive in resolving problems and troubleshooting.
- Excellent analytical abilities, project and time management skills, with ability to work on multiple projects simultaneously.
- Excellent verbal and written communication skills.

How to Apply:

Email: cutrell@plw.coop (Subject Line = **Junior-Level System Administrator Application**)

Or mail to:

Parkland Light & Water
Attn: Susan Cutrell
PO Box 44426
Tacoma WA 98448

Benefits:

Salary DOE
Pension Plan
401K
Medical and Pharmacy Insurance
Vision Insurance
Dental Insurance
Employee Basic Life Insurance (50% paid by PL&W and 50% paid by employee)
Vacation Leave
Paid Sick Leave
Paid Holidays
Other Benefits