



# Peabody Municipal Light Plant

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## JOB POSTING

### SUBJECT TO A DEPARTMENTAL PROMOTIONAL EXAMINATION

Posting Date: January 20, 2023

<b>Title:</b>	Network / Systems Administrator
<b>Division:</b>	Information Technology
<b>Salary:</b>	Grade 12: \$88,349 - \$109,979
<b>Shift:</b>	Exempt Position
<b>Civil Service Classification:</b>	Exempt

**OBJECTIVE:** Reporting directly to the Information Technology (I.T.) Manager, the Network and Systems Administrator will act as the primary administrator of the Peabody Municipal Light Plant's (PMLP) LAN/WAN infrastructure, security, and integrated systems. He/She will also aid in planning and execution of all I.T. initiatives and help to ensure development and implementation of cost-effective systems and efficient network/systems operations to meet current and future strategic goals. Provide company-wide support on all computer-based, electronic and data processing functions, including company Wi-Fi.

#### **DUTIES:**

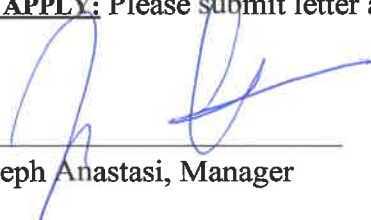
- Provide network and system infrastructure architecture, implementation, security, integration, and management for all existing and incoming systems, including, but not limited to, Cisco switches, routers, and Fortinet firewalls, VMware network and topology, Active Directory, Microsoft Office 365, Landis & Gyr AMI, Esri GIS and all other proprietary systems and services, including data backup and disaster recovery. Training is available for any area in need of improvement.
- Perform day-to-day operations and strategic planning of the PMLP's information systems network, cyber-security, supporting hardware and software. Assist with establishment and compliance with I.T. policies, standards, practices and security measures to ensure effective and consistent information processing operations and to safeguard information resources without jeopardizing network security or data integrity.
- Provide front-line support for monitoring, intrusion/detection, prevention, alerting and all other facets of network security.
- Work with the I.T. Manager to analyze network and systems capacity issues, plan for all future changes and growth initiatives, and to maintain vendor relationships, including purchasing, licensing, and inventory and contract management.
- Act as part of the Help Desk team to assist staff with trouble tickets as well as provide 2<sup>nd</sup> Tier Help Desk support for all escalated end user issues.
- Serve on call 24 hours a day to address emergency situations or serious malfunctions for all computer-based networks, telecommunications networks, security, associated equipment, operating systems, and applications.
- At the discretion of the Manager, shall fill-in for other personnel and perform responsibilities and functions required to maintain or enhance the successful operation of the PMLP. Perform related duties as required, while keeping updated on current trends/technologies within the industry.

The selected candidate must have a pre-employment physical and background investigation.

#### **QUALIFICATIONS:**

- Bachelor's Degree in computer sciences or a related field, or experience equivalent to a four-year college level curriculum. Demonstrated relevant experience and/or training may substitute for degree, as determined by PMLP.
- Preferred minimum of 3-5 years as a technology professional working on networks, devices, PCs, servers, telecommunications, backup systems, cyber-security initiatives, and virtual services. Utility experience is a bonus.
- Practical experience with switched and routed networks, perimeter security, access control and networking/security protocols and systems including Cisco/IOS, Fortinet, VMware, and Avamar.
- Preferred experience managing projects, deadlines, budgets, and related project management functions.
- Should possess exceptional troubleshooting skills to promptly detect, analyze, and resolve network, security, hardware and software problems.
- Working knowledge of networking systems, security, hardware, software, data centers and their components. Specifically, Cisco, FortiNet, Microsoft product suite, Windows Server/AD 2019, Microsoft Office 365, VMware, Antivirus, UPS systems, ArcGIS Enterprise, and Dell/EMC Avamar backup systems.
- Should possess excellent written and verbal communications skills, instructional and procedural documentation skills, as well as the ability to explain complex technical procedures and systems in layman's terms to non-technical personnel and peers.
- Ability to quickly absorb and learn new technologies, software and hardware components, and anticipate future applicability to PMLP's operations. Ability to address and resolve multiple unrelated issues concurrently. Strong work ethic to uphold the values and goals of PMLP.
- Ability to exert moderate physical effort to support technology equipment in addition to kneeling, crouching, stooping, crawling, push/pulling, and carrying objects and materials up to 50 pounds.
- Ability and ethics to maintain strict confidentiality consistent with applicable company and City policies, local, state, and federal requirements, and possess an overall thorough understanding of technology ethics.

**TO APPLY:** Please submit letter and resume to John Maihos at [jmaihos@pmlp.com](mailto:jmaihos@pmlp.com) by January 31, 2023.



Joseph Anastasi, Manager