

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** SYSTEM ADMINISTRATOR/ENGINEERING TECHNICIAN
2. **Employment Classification:** Non-Exempt
3. **Department:** Engineering
4. **Reports To:** Chief Engineering/District Engineer
5. **Fundamental Objective:** Under the general supervision of the General Manager and the direct supervision of the Chief/District Engineer, perform all server maintenance, install new software, upkeep and troubleshoot all computer/printer/telephone problems.
6. **Level of Supervision Required:** Minimal. Direction is provided by the Chief/District Engineer
7. **Supervisory Responsibilities:** None.
8. **Essential Job Duties and Responsibilities:**
 - A. Respond to underground service alert requests to locate District facilities.
 - B. Coordinate and execute the installation, setup, testing, and maintenance of the District's Microsoft Windows servers.
 - C. Perform file server administration and maintenance to include, but is not limited to, establishing and maintaining user accounts, installing and uninstalling software and network security patches, developing and implementing new and existing network features.
 - D. Respond to and troubleshoot hardware, software, network and operating system problems.
 - E. Coordinate District's daily backup of servers.
 - F. Provide desktop application support on individual PCs on an as-needed basis.
 - G. Maintain/troubleshoot the District's Boardroom audio-visual system.

- H. Collect weekly distribution system samples and other water quality samples as necessary.
- I. Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
- J. Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

- 1. Latest Windows operating systems
- 2. Linux operating systems
- 3. Networking: Switches, routers, hubs, cabling, firewalls, LAN, WAN, TCP/IP, and DNS
- 4. Active Directory administration

B. **Ability to:**

- 1. Maintain a local area network, to install and set up hardware and software for the network and local workstations.
- 2. Attain and maintain (at minimum) certification as a State of California Water Distribution Grade D1 operator.
- 3. Analyze problems, identify alternatives, and implement recommendations for computer equipment and programming.
- 4. Analyze programming and debug programs.
- 5. Perform mathematical calculations to add, subtract, multiply and divide all units of measure.
- 6. Keep written records and make written and informal oral reports.
- 7. Utilize District records and Geographic Information System to locate District facilities.

8. Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
9. Maintain sound and cooperative working relationships with coworkers and management to ensure output of a good and efficient product or service.

10. **Qualifications:** Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Minimum three years of experience in the setup, operation and maintenance of PCs and Networks, including installation of common hardware and software. Current active directory theory knowledge.

Education:

- High School diploma or equivalent.
- Associate or Bachelor's Degree in information technologies or computer science desired but not required. Equivalent years of experience may be substituted at the discretion of the General Manager.

Certifications: Microsoft Certified Systems Engineer, CompTIA A+ and Security+, and State of California Water Distribution Operator Grade D1. Other equivalent certifications may be considered.

Must also successfully complete a physical examination and drug screen, with periodic reexamination for safety-sensitive equipment operation and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. **Physical Demands/Requirements:** The physical requirements and the physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

SYSTEM ADMINISTRATOR/ENGINEERING TECHNICIAN
JOB DESCRIPTION APPROVAL

Department Manager Recommendation:

Signature: _____

Date: _____

General Manager Approval:

Signature: _____ *Nazleen*

Date: _____ *10 May 2016*

Received and Recorded by Human Resources:

Signature: _____ *Rose Koul*

Date: _____ *5/12/16*