

NOTICE OF JOB OPENING

May 8, 2025

Utah Associated Municipal Power Systems (“UAMPS”) has an opening for a Senior System Administrator. The salary range for the position is \$81,401 to \$122,102 annually (DoE). Please see the attached job description for details of essential functions and qualifications. Applications accepted until May 30, 2025. Applicants may submit a cover letter and resume to resume@uamps.com.

Job Description



Job Title: Senior Systems Administrator

Department: IT

Position Reports To: Managing Director of IT

Position Supervised: None

Job Overview

Responsible for the technical design, planning, implementation, and operation and the highest level of performance tuning and recovery procedures for mission critical enterprise systems. Serves as a technical expert in the area of system administration for complex operating systems, performance analysis, network design and security. Recommends the redesign and configuration of operating systems and system applications. Investigates and analyzes feasibility of system requirements and develops system specifications. Identifies methods, solutions, and provides project leadership and management in order to provide a high level of service to the customers of the department. Overall support for UAMPS' IT and OT networks.

Responsibilities and Duties

1. Assumes responsibility for the technical design, planning, implementation and operations for UAMPS mission critical enterprise.
 - a. Designs and implements complex local and wide area network systems, supporting enterprise-wide applications.
 - b. Establishes or recommends policies and procedures for system use and services.
 - c. Installs, configures, and maintains servers, workstations, laptops, network devices and other devices, ensuring proper integration with other computer systems.
 - d. Performs software installations and upgrades to operating systems and layered software applications.
 - e. Monitors and tunes systems to achieve optimum performance levels.
 - f. Plans and implements systems security procedures, to include firewalls, host and client access, file permissions and user accounts.
2. Assumes responsibility for ensuring effective technical support for all network computer users.
 - a. Provides PC workstation, laptop and mobile phone support for both software and hardware problems.
 - b. Receives and prioritizes help requests from users. Ensures that all problems are tracked, resolved, and verified.
 - c. Provides phone support answering technical questions.
 - d. Provides information to all users regarding system status, operability, proper equipment use, and printer functions.
 - e. Maintains, upgrades, and repairs PCs and peripheral equipment for all systems.
 - f. Loads and verifies software and checks for correct operations.
 - g. Completes hardware and software licensing functions and inventory management duties.
 - h. Maintains security and integrity of the database and network system.
 - i. Makes recommendations for technology purchases and system expansion to support UAMPS growth.
 - j. Supports UAMPS with Work from Home, hybrid environments, supports Microsoft Teams, and Zoom technologies.

3. Assumes responsibility for the efficient installation and maintenance of telecommunications hardware and electronic equipment.
 - a. Installs hardware and equipment including telephones, wiring, and cables at designated locations.
 - b. Performs maintenance and upgrades to the telephone system. Monitors, checks, and updates equipment as necessary.
 - c. Handles all requests for additions, changes, and removals of telecommunications systems and interfacing.
 - d. Installs terminals, printers, and related data communications equipment.
 - e. Provides audio visual support for ongoing projects.
 - f. Monitors system operations and performance of electronic hardware throughout the Company.
 - g. Maintains the voice mail system. Adds, changes, and deletes mailboxes, menus, and announcements on the system.
 - h. Performs preventive maintenance on all hardware and equipment as scheduled.
4. Assumes responsibility for establishing and maintaining professional working relationships with members, vendors, and outside contacts.
 - a. Ensure that problems are tracked and resolved promptly and effectively.
 - b. Ensure that deadlines are met.
 - c. Obtains and conveys information as needed. Documents all problems including cause and resolution information.
 - d. Promotes goodwill and a positive image of the Company.
5. Assumes responsibility for establishing and maintaining effective working relationships with area staff, other departments, and with management.
 - a. Responds to requests for help promptly. Provides clear and concise answers to technical questions.
 - b. Tracks and records resolutions of problems for future reference, training, and reporting.
 - c. Promotes a strong team environment of cooperation to ensure excellent user assistance and learning.
 - d. Cooperates with different departments to assist in providing technical solutions as needed.
 - e. Keeps management well informed of area activities and of any significant problems. Attend meetings as required.
 - f. Maintains accurate and up-to-date reports.
6. Assumes responsibility for related duties as required or assigned.
 - a. Ensures that the work area is clean, secure, and well maintained.
 - b. Performs miscellaneous projects as assigned.
 - c. Updates technical skills as required.

Performance Measurements

1. PC and operating system installations and maintenance are completed effectively and timely. Problems are readily identified and resolved.
2. Telephone and network systems, electronic meters, all other equipment and wiring are installed properly and repaired and maintained as scheduled.
3. Assigned tasks and functions are completed in accordance with established standards, policies, and procedures.
4. Good working relations exist with users. Users' concerns are promptly addressed, and problems effectively resolved.
5. Required reports and documentation are complete and current.
6. Management is appropriately informed of area activities and of any significant or recurring problems.

Qualifications

Education/Certifications	High school graduate or equivalent. College coursework in computer science or equivalent experience preferred.
Required Knowledge	Advanced knowledge of Linux is a must. Knowledge of Network infrastructure and design.

	<p>Knowledge of VLANs, Fortinet & Checkpoint Firewalls is required.</p> <p>Knowledge of Virtualization technologies, Hyper-V, VMware, Vsphere.</p> <p>Understanding of UAMPS operations and output requirements.</p>
Required Experience	At least three years of related hardware and software experience
Required Skills/Abilities	<ul style="list-style-type: none"> • Able to work well independently. • Good problem-solving skills. • Solid communication skills. • Able to use all technical equipment, tools, and testing devices.

Physical Activities and Requirements of this Position

Repetitive Motions	Movements frequently and regularly required using the wrists, hands, and/or fingers.
Talking	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
Average Visual Abilities	Fine visual acuity with the ability to inspect closely or to assemble small parts; color vision; or depth perception and/or field of vision.
Average Hearing	Requiring fine, acute hearing abilities. Able to make fine discriminations in sound such as are required in adjusting machinery.
Physical Strength	Heavy work; exerting up to 100 lbs. occasionally, and/or up to 50 lbs. frequently, and/or 20 lbs. regularly.
Climbing	Includes ladders, scaffolding, ramps, poles, etc.
Stooping	Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.
Crouching	Bending downward and forward at the leg and spine.
Reaching	Extending hand(s) and arm(s) in any direction.
Standing	For extended time periods.
Walking	Especially for long distances.
Pushing	Using upper body to press against something with steady force.
Pulling	Using upper body to draw, drag, haul, or tug objects
Lifting	Use of upper body and back muscles to lift objects.
Feeling	Perceiving sensual characteristics of objects including size, shape, texture, temperature, etc. through touch.
Finger Dexterity	Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
Grasping	Using fingers and palm on an object.

Working Conditions

1. Work is performed both inside and outside. Subject to weather.
2. Must work in a very noisy environment, which requires workers to shout to communicate.
3. Must work under hazardous conditions including high places, chemical exposures, electrical current, moving machinery, exposure to blood, etc.
4. Frequent local travel.