



## **ELECTRICAL CONSULTANTS, INC.**

BILLINGS OFFICE: 3521 GABEL ROAD, BILLINGS, MONTANA 59102 • PHONE: 406-259-9933 • FAX: 406-259-3441

### **Network and System Administrator**

**Location: Billings, MT**

**Description:** Electrical Consultants, Inc. has an excellent opportunity to join our growing company as a network and system administrator.

We are seeking an experienced network and system administrator to perform network administration & planning for all aspects of IT infrastructure including network equipment, servers, and server software applications that will deliver reliable, durable, and cost-effective solutions for all IT related needs. This position is a 50/50 mix of project vs operation work.

Preference will be given to candidates who have experience at the enterprise networking level and can also work well with legacy systems.

#### **Duties and Responsibilities (not inclusive):**

- Provide security to protect the network and systems against unauthorized access, modification and/or destruction
- Perform vulnerability and networking scanning assessments
- Monitor network traffic for unusual activity
- Configure and support security tools such as firewalls, anti-virus and mal-ware software, patch management systems, etc.
- Implement network security policies and processes, application security, access control and corporate data safeguards
- Train fellow employees in security awareness and procedures
- Adept at creating, implementing, maintaining and monitoring backup and recovery systems, ensuring data backups have run and are workable
- Assist in the development, updating and testing of business continuity and disaster recovery policy, processes and standards
- Conduct security audits and make policy recommendations
- Plans system and network upgrades/patches and hardware updates by conferring with vendors; developing, testing, evaluating, enhancements using approved change management process
- Assist in the development of and adhere to server infrastructure (virtual and physical) policies, processes and standards
- Responsible for the processing of moves, adds, and changes to network and voice devices and systems using approved change management process, including coordinating with vendors and agency staff
- Diagnosing and fixing problems or potential problems with the network and its hardware, software and systems. Ability to explore and solve problems logically and consistently
- Responsible for maintaining licensing and support for all infrastructure network and server devices and making sure that they are included in IT budget
- Reviewing network infrastructure, server and application logs
- Establishes, maintains and uses network and server policies, processes and standards
- Administers several business critical applications, this includes functions of user management, workflow, change management, application configuration, upgrades and patching
- Proactively monitoring network and systems to improve performance and prevent service disruptions

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#### **OFFICE LOCATIONS NATIONWIDE**

• BILLINGS, MONTANA – (406) 259-9933

• SALT LAKE CITY, UTAH – (801) 292-9954

• MADISON, WISCONSIN – (608) 240-9933

• PHOENIX, ARIZONA – (602) 997-9933

• PORTLAND, OREGON – (503) 747-2235

• SAN DIEGO, CALIFORNIA – (619) 398-9370

• MANKATO, MINNESOTA – (507) 388-9933

• TUCSON, ARIZONA – (520) 219-9933

• DENVER, COLORADO – (720) 536-8261

• TULSA, OKLAHOMA – (918) 296-7911

• CRANFORD, NEW JERSEY – (908) 967-6363

• ORLANDO, FLORIDA – (407) 960-1796

- Installs, configures and tunes SQL Server database environments for use by applications
- Administers Microsoft Exchange on prem and lead the way to a migration to Office 365
- Occasional travel will be required

### **Required Technical Skills:**

Must have at least 3 years' experience in the following areas:

- Administering large virtual server environments. This includes the use of VM Ware V-Sphere and V-Center
- Server administration with both physical and virtual servers
- Managing a large and complex network
- The layers of the OSI model, especially layers 1-4 (physical, data link layer, network and transport) is critical to this position
- Configuration and maintenance of routers, switches, firewalls, VoIP equipment, cabling, wireless, video conferencing and printing infrastructure
- IPv4/IPv6 switching and routing
- Use of WSUS, Group Policy, Domains and Trusts, CA Server, certificates, and server deployment processes
- Active Directory administration
- Setup and configuration of DNS in a large network
- Supporting VoIP environments and their applications
- Experience administering Microsoft Exchange

### **Preferred Technical Skills:**

- Experience in OS hardening techniques
- SharePoint, Office 365, print management applications, Primavera, Vista by Viewpoint, Deltek Vision ERP experience would be helpful
- Some light SQL Server DB Administration
- Linux experience a plus
- Spam filtering software and/or appliances
- Have worked with video conferencing equipment (Polycom and/or Skype for Business preferred)

### **Required Soft Skills:**

- Must have exceptional customer service skills and the ability to handle customer interactions with diplomacy and tact
- Proven ability to work in a team environment
- Excellent interpersonal skills with the ability to gauge the customer's technical ability and communicate with them in an appropriate technical or non-technical language
- Must have a good command of the English language to provide effective phone, desk-side, and email support
- Good analytical and problem-solving skills
- Ability to handle confidential information in an appropriate manner
- Ability to juggle several projects, services requests and problems simultaneously

### **Additional Minimum Qualifications:**

- High school diploma or equivalent required
- Bachelor's Degree in Information Systems or related field preferred
- 3 years of relevant technical experience preferred in an enterprise environment
- Must be able to frequently lift a maximum of 40 pounds and push/pull carts when necessary
- Must be able to frequently sit, stand or bend for long periods of time
- Vision abilities required by this job include close vision, color vision, ability to adjust focus

Successful applicant for the network and system administrator position must meet ECI's auto insurance carrier requirements. Successful applicant may be subject to client mandated drug and background checking. **Successful applicant must not require immigration sponsorship now or in the future.**

**Salary commensurate with experience and education. Benefits include:**

- Medical, dental and vision insurance
- Flexible spending account
- Health savings account
- Life insurance
- Disability insurance
- 401(k), profit sharing and employee stock ownership plan
- Paid vacation, personal days and holidays
- Continued professional education reimbursement

Electrical Consultants, Inc. (ECI) employs over 450 engineers, designers, project managers, surveyors, ROW agents, environmental planners, construction professionals and support staff in 15 offices across the U.S. The firm has 30 years of experience in the planning, engineering and construction of a wide range of power delivery projects including substations, transmission lines, distribution systems, communication systems and industrial facilities. Visit our website at [www.electricalconsultantsinc.com](http://www.electricalconsultantsinc.com).

**Submit letter of application, resume and list of three professional references to: [hrdirector@eciblgs.com](mailto:hrdirector@eciblgs.com)**

*An Equal Opportunity Employer*