IT Systems Specialist

Reports to: Primary – Director of IT

	Department: IT
Division: Everts Air Cargo	Station: FAI

Job Summary:

As the IT Systems Specialist in Fairbanks this position will be the "go to" in working with server environment, VMWare & Hyper-V systems within the network. This position oversees the activities meant to support the Anchorage network, installing, and maintaining everything related to this environment, including software, hardware, and networks. This position must be aware of the procedures, practices, methods, regulations, policies, and all other laws related to the field.

Essential Functions:

1. Install, configure, and maintain various types of hardware & software.
2. Monitoring performance of server at all times.
3. Carry out backup and recovery functions.
4. Research new technology and software.
5. Take part in design, architecture, implementation, and maintenance of technology projects.
6. Maintain electronic and hardcopy install requirements of all software.
7. Update electronic manuals both internal and external.
8. Maintain a list of necessary maintenance repair.
9. Making recommendations about the purchase of resources.
10. Identifying and preparing hardware for safe disposal.
11. Ensuring hardware is secured and stripped before disposal.
12. Troubleshooting network operating system, software, and hardware.
13. Being familiar with network operating systems, software, and hardware.
14. Working with a Help Desk system to create documentation for new processes.
15. Provide recommendations about support and information access.
16. Take new users through the orientation process.
17. Training staff to maximize the potential of existing technology.
18. Providing individual support and training as needed or identified.
19. Research and develop special projects as assigned.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies, and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.
3. Promote the mission, vision, and values that the Company has developed, and ensure adherence to the Everts leadership manual and employee handbook.

Physical Abilities:
The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.
1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:
1. A+ Certification.
2. Strong background in server systems, VMWare & Hyper-V
3. Thorough understanding of PC and network hardware.
4. Experience in hands-on hardware troubleshooting.
5. Experience in Equipment support.
6. Working technical knowledge of the latest operating systems, network protocols and standards.
7. Ability to read all relevant documents, including OEM guides, procedural documentation and technical manuals and understand them.
8. Ability to use peripheral accessories, components, and other related tools.
9. Ability to carry relevant research.
10. Ability to perform tasks and prioritize in high pressure environments.
11. Strong attention to detail.
12. Strong problem-solving abilities.
13. Demonstrated aptitude for continuous learning and innovated thinking.
14. Able to work independently and in a team environment.
15. Strong written, oral, and interpersonal skill with demonstrated ability to communicate with outside vendors and internal staff.

This job description in no way states or implies that these are the only duties to be performed by this employee. The individual will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____Date_____

Employee Printed Name_____