

System Administrator – Dickson Electric System is seeking qualified candidates for the position of System Administrator. This position is responsible for the following:

- Perform support and administration tasks, including: installing, configuring, and maintaining operating system workstations and servers
- Ensure workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions
- Conduct routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines
- Schedule & manage data backups for Utility servers and desktops. Perform data restoration test periodically to test backup validity
- Diagnose and repair hardware and software issues on Utility PCs using approved methods and processes
- Provide computer, printer, and software helpdesk support for Utility personnel

Requirements:

- Associates Degree + 2 years related experience or 5 years experience in lieu of degree
 - Must have expertise in system administration support of Windows, Linux, network and web security, and network communication devices
 - Ability to effectively communicate with customers, other employees of DES and the general public in a professional businesslike manner.
- o Generous benefits package and salary commensurate with qualifications and experience. Those qualified may apply via the DES website: www.dicksonelectric.com or may email resume and application to: Humanresources@dicksonelectric.com. Applications and resumes may also be mailed to Dickson Electric System, attention Human Resources, at P.O. Box 627, Dickson, TN 37056. The position will remain open until filled. Dickson Electric System is a Tennessee Drug-Free Workplace and an Equal Opportunity Employer.

Melissa Thomas, PHR
Human Resources Director
Dickson Electric System
236 Cowan Road
Dickson, TN 37055
(615) 441-6345