

Title: Systems Administrator

Location: Huntsville, AL

Position Status: Full Time Part Time

Work Schedule:

Regular hours are Monday - Friday between the hours of 8:00 am - 5:00 pm. Employees may need to adjust work hours to meet customer missions and during surge situations.

Brief Job Description:

The System Administrator is responsible for installing, troubleshooting, repairing, operating, and maintaining computers and network equipment for government customers with minimal supervision in both classified and non-classified systems.

Duties and Responsibilities:

- Maintains and installs software and licenses for MS Windows Server, MS Visual Studio, MS Office, Linux, and various other applications related to the program
- Responsible for backup and restoration procedures
- Updates instructions, network diagrams, inventories, regulations, and guidelines as they pertain to the development environment
- Implements fixes and patches through various means such as registry edits and patch installations
- Maintains networking equipment and cable infrastructure
- Provides design, development, deployment, problem identification and remediation and on-going support of the development network
- Performs other tasks as needed

Education, Experience and Qualifications:

- Must have at least five (5) years of experience and Bachelor's Degree in a related field; experience may be substituted for a degree
- Must be able to obtain a Secret Security Clearance
- Network+ certification is required
- Security+ and A+ Certifications are desired
- Windows Server Certifications are desired
- Must have an in-depth understanding of software installation and operations
- A working knowledge of the Linux operating system is desired
- Patriot Radar Experience is preferred
- Raytheon Radar Institute Unit Experience is preferred
- IBCS (Integrated Battle Command System) Experience is preferred
- Link 16 Experience is preferred
- Must have ability to work independently on most efforts
- Must be able to apply best practices in modifying and securing the environment to ensure the application environment meets information assurance requirements
- Punctuality and regular attendance are required

- Grooming and dress must be appropriate for the position, must not be of an offensive nature, and must not impose a safety risk to self or others
- Demonstrates positive, polite, and professional behavior at all times when dealing with co-workers, customers, and all levels of management
- Communicates using clear, concise, and accurate English, both verbal and written are required

Physical Requirements:

Work may involve sitting or standing for extended periods of time. Position may require typing and reading from a computer screen. Must have sufficient mobility to include but not limited to: bending, reaching, climbing, turning, and kneeling to complete daily duties in a timely and efficient manner. There is a possibility that due to parking availability and location of work, walking moderate to long distances may be required. Must be able to lift, move, and transport items frequently over 15 pounds.

Work Environment:

Generally, work is conducted in an inside office environment, but may also involve some outside work depending on the task. The inside environment may be a cubicle or office with close quarters, low to moderate noise, and bright or dim lighting. Outside work may include various environmental conditions including warm and cold climates and while on travel, some work may be conducted outside for military customers.

Other Essential Functions:

Employees may be required to travel for work related tasks. Reliable transportation to office or work site is required. When operating any vehicle for work purposes, the employee must wear a seat belt at all times. The use of cellular devices while operating a vehicle is prohibited.

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At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the company and are subject to termination at any time, for any reason, with or without notice, and with or without cause. Employees who do not have an individualized written employment contract or a collective bargaining agreement are employed at the will of the company and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time for any reasons.