



## **Systems Administrator Dartmouth, Nova Scotia**

**Halifax Harbour Bridges (HHB)** is a self-supporting entity that maintains and operates the Angus L. Macdonald and A. Murray MacKay Bridges that span Halifax harbour. With annual traffic volume in excess of 34 million crossings, HHB's mission is to provide safe, efficient and reliable cross-harbour transportation infrastructure in a cost effective manner. HHB employees take pride in the bridges, and are motivated, results-driven individuals who enjoy challenges and are committed to continuous learning.

At HHB its safety above all; safety of our employees, safety of our bridges and safety of the traveling public. That is why we believe this is a fundamental focus and a shared responsibility of everyone that works with us.

**The Systems Administrator reports directly to the IT & Tolling Manager.** The Systems Administrator is responsible for the effective provisioning, installation/configuration, operation and maintenance of systems hardware, software and related infrastructure at Halifax Harbour Bridges. Assisting all organizational units at HHB, the Systems Administrator will participate in technical research and development to support continued innovation at HHB.

### **Principle Duties and Responsibilities:**

- Ensures ongoing efficiency of systems and ensures system design allows all components to work properly together.
- Support, install new / rebuild existing servers and configure hardware, peripherals, services, storage, file servers, e-mail server, application servers, print servers, desktop computer equipment, and software applications in accordance with standards and project/operational requirements.
- Plans, designs, and maintains, backup data storages and servers, administering day-to-day operation of HHB.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups and ftp processes.
- Researches technical manuals and guides to respond to user questions and provides technical support to users, explaining technical concepts in non-technical terms.
- Learns new software and hardware packages, adapting to changes in technology.
- Provides general user support, reporting, and other analytical needs.
- Provide help desk for HHB users, computers, printers, phones, smart phones, software deployment, security updates and patches.
- Manages and maintains all Microsoft SQL servers, Oracle and VOIP services.
- Deploy and maintain patch management solution for all servers, workstation and applications.
- Facilitates migration projects to transition from legacy end-of-life hardware to newer platforms.
- Develops, maintains, and executes technology documentation, policies, and procedures.

- Assists in the procurement of all hardware, software, and networking infrastructure, maintaining an accurate inventory of hardware and software licenses.
- Taking an innovative approach, where possible, to automate processes for system administration. Identify approaches that leverage our resources and provide economies of scale.
- Administers system security, institutes periodic security checks, coordinate the investigation of any system vulnerabilities.
- Prioritizes requests, organizes, schedules, and coordinates a variety of activities and projects.
- Communicates clearly and concisely with co-workers in both oral and written form on subjects of local IT procedures and company policies.

**Qualifications and Competencies:**

- Accredited Cisco and Microsoft certifications or equivalent in attained knowledge
- Experienced with Microsoft SQL server and Oracle administration experience
- Knowledge and understanding of network design, troubleshooting, and solutions.
- Experienced with supporting Microsoft Office programs (Outlook, Excel, Word, Visio, Project) and UNIX and Linux administration.
- Experience with Microsoft Windows Server, Microsoft Exchange, and backup software

This is a permanent full time position working 8:00a.m. – 4:00p.m. (35 hours a week) Monday to Friday but is required to carry a mobile device and be available after normal business hours for critical issues.

**How to Apply:**

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If interested, notify your immediate supervisor of your intent to apply for the position, and **submit your Resume and complete all pre-screening questions by January 31, 2020 to:** <https://secure.talentsorter.com/fit/initial.jsp?PositionTypeID=102395>, or go to [www.indeed.ca](http://www.indeed.ca) (What: Systems Administrator; Where: Halifax, Nova Scotia).

Although we appreciate all applications, only candidates selected for interviews will be contacted.