



# Republic Plastics

**Position Title:** Systems Administrator  
**Department:** Administrative  
**Reports to:** IT & Business Practices Manager  
**FLSA Status:** Exempt

## Position summary

The Systems Administrator's role is to provide desktop, windows server, and network support to computers and users at various locations. The Systems Administrator will work closely with various members of management and the production department and rely on their technical skills and knowledge of systems analysis and procedures to provide troubleshooting, problem solving, and general technical support to fit the Company's business requirements.

## Job Duties

To perform this job successfully, this individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Systems Administrator's essential job duties include, but are not limited to, the following:

- Provide troubleshooting, problem solving, and general support for all Republic Plastic's computers/users.
- Install, configure, and maintain computer systems including the installation and configuration of Microsoft Windows operating systems, applications, and company standard software.
- Actively seek out and participate in projects to maintain and improve the systems/network environment.
- Perform Windows Server backups and restores.
- Perform inventory, general and preventive maintenance of all IT related equipment.
- Create and maintain technical procedure documentation.
- Prioritize tasks in a dynamic and changing environment.
- Process, monitor and prioritize trouble tickets.
- Assist in upgrading software.
- Work with other IT team members to complete tasks and achieve department goals.
- Follow instructions and directions provided by the IT Manager and/or other members of management.
- Follow and comply with all company rules and directives.
- Some Business travel may be required.
- Occasional nights/weekend/holiday work may be required.
- Follow Safety and sanitation rules and regulations.

This list of job duties is not all-encompassing. Associates will be expected to perform all other duties that will be assigned as necessary.

## Required Physical and Mental Abilities

The physical and mental abilities described here are representative of those that must be met by an associate to successfully perform the essential functions of the Systems Administrator position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Coordination* - Adjusting actions in relation to others' actions.
- *Speaking* - Talking to others to convey information effectively.
- *Learning Strategies* - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Time Management* - Managing one's own time and the time of others. Must have the ability to manage multiple, competing priorities and projects.
- *Reading Comprehension* - Understanding written sentences and paragraphs in work related documents.
- *Social Perceptiveness* - Being aware of others' reactions and understanding why they react as they do.

### **Company Core Values**

All Associates within our manufacturing organization, in adherence to our corporate values, will treat each other and anyone who enters our facility with the utmost respect and dignity. Republic Plastics Associates will endeavor to excel at, and hold each other to the following values in everything they do.

- **Safety** – a commitment from each of us to follow rules and guidelines to ensure freedom from the occurrence or risk of injury, danger, or loss.
- **Teamwork** - each of us doing our part to support the overall goal, which is to increase the profitability of the company and its associates.
- **Accountability** - the willingness to accept responsibility for one's actions.
- **Positive Attitude** - a state of mind in relationship to our work environment and accomplishing our goals.
- **Quality/Excellence** - the nature by which each of our products, service and interaction can be identified as good or worthy.
- **Integrity/Honesty** - adhering to a high set of ethical standards, the unimpaired state of continual improvement personally and professionally.
- **Commitment** - pledging oneself to the cause or goal

### **Supervisory Responsibilities**

None. Work in a team environment led and directed by the IT Manager and/or other members of management.

### **Experience And Education Skills/Qualifications:**

- Bachelor's Degree in Computer Science, IT, IS or related field, or equivalent work experience.
- Working knowledge of and experience with Microsoft Windows Desktop and Windows Server Operating systems.
- Experience with Microsoft Office suite.
- Experience with Windows Server recovery in a Disaster Recovery Scenario.
- General network skills including DHCP, routers, switches, telnet, etc.
- General server skills including virtualization (specifically VMWare) and basic trouble shooting of domain controllers and print servers
- Basic understanding of operations technology in the manufacturing context, such as Siemens portal, PLC, OPC, eWons, etc.
- Practical knowledge of backup and disaster recovery methods and products.
- Understanding of TCP/IP and other network protocols.
- Ability to manage multiple, competing priorities and projects.
- Candidate must possess a strong work ethic as well as being a self-starter.

- Working knowledge of WSUS preferred.
- Working knowledge of VPN and firewall technologies preferred.
- Working knowledge of Thin Client technologies – i.e. WYSE – preferred.
- Experience with Remote Assistance tools – i.e. Bomgar – preferred.