



HUMAN RESOURCES DEPARTMENT

City of Burlington

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SYSTEMS ENGINEER BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: February 5, 2016
RANGE OF PAY: \$56,692 - \$92,938/year
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: February 19, 2016
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: A6.5
UNION: IBEW

This position is responsible for planning, engineering, and maintaining of all aspects of Burlington Electric Department's servers and local and wide area networks, insuring the stability, integrity, and efficient operation of those in-house information systems. This responsibility includes developing, configuring, maintaining, supporting and optimizing all new and existing related hardware, software and peripherals. In addition, this position is responsible for internet connectivity, remote access, and communications to wireless devices.

Essential Job Functions:

- Installs, configures, and maintains all Microsoft Active Directory domain, DHCP, DNS, Certificate Authorities, file, print, email, VoIP and all applicable operating systems, licensing and support applications.
- Installs, configures and maintains Linux and/or Unix servers.
- Installs and maintains Data –Storage Area Network.
- Manages all network infrastructures including, but not limited to, setup and configuration of switches, firewalls, routers and associated hardware. Responsible for installation and maintenance of the City's SmartGrid infrastructure including Advanced Metering Infrastructure, Meter Data Management, Cell Relay and fiber optic networks
- Develops, implements, and maintains initiatives to ensure system availability, performance, design and support.
- Prepares annual operating and capital budgets for area of responsibility.
- Maintains licensing for all server operating systems, software and network license applications.
- Develops and implements preventative maintenance programs according to established standards and schedules.
- Ensures anti-virus application for servers in area of responsibility.
- Manages remote access security including but not limited to VPN access and Web based access.
- Responsible for wireless devices including but not limited to evaluating and recommending hardware and operating system software requirements, setting up access, security and availability.
- Develops, implements, and enforces policies, procedures and standards for the server and LAN environment.
- Creates and maintains complete documentation and drawings for all domain and LAN infrastructure.
- Maintains reliable connectivity to an ISP for internet access including but not limited to maintaining contracts, quality of service and planning disaster recovery access.
- Creates and maintains backup and disaster recovery procedures for servers in area of responsibility.
- Maintains up-to-date knowledge of IT operating procedures and standards.
- Collaborates as a member of the IT team sharing information and documentation as necessary.
- Provides "on-call" support for server and LAN system software and equipment.

Non-Essential Functions:

- Provides backup to other IT personnel as needed.
- Performs other duties as required

Minimum Qualifications/Basic Job Requirements:

- Bachelor of Science in Computer Science, IT or related field and five (5) years' experience in IT LAN/Server environment.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Professional certification preferred, CCNA, MSCE, RHCE.
- Hands on experience with current Microsoft Windows Operating Systems and server technologies, including Microsoft Active Directory, Group Policy, user management, file and print provisioning, Microsoft SQL, Microsoft Exchange.
- Demonstrated experience required with Linux Operating Systems, e.g., Red Hat Linux Enterprise Server/Centos.
- Direct experience with setup, configuration and maintenance of DHCP, DNS, RADIUS, VPN, 802.11, VoIP, VLANs.
- Experience required with setup and configuration of firewalls; including Cisco ASA, Linux IP tables.
- Prior knowledge and configuration of Cisco, HP, Dell switches and LAN management preferred.
- Experience working with ITIL standards preferred.
- Ability to present technical presentations and to provide training as needed.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to multi-task and work with minimal supervision, and adapt quickly to changing priorities and deadlines.
- Ability to work effectively in a team oriented, collaborative environment.
- Ability to travel to and from various work sites within the City of Burlington.
- Ability to work after business hours, weekends and holidays required
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact

Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.