



Job Title:

IT Systems Administrator – Bartow, FL

Company Name:

A-C-T Environmental & Infrastructure

Employment Status:

Full-time

Employer Contact:

Nicole Sweat, Human Resources

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IT Systems Administrator – Central Florida

A•C•T has an immediate opening for an *IT Systems Administrator* in our corporate office located in **Bartow, Florida**.

A•C•T Environmental & Infrastructure, Inc. is a 32-year old full-service environmental sciences and infrastructure services provider. A•C•T has a multi-disciplined staff with proficiencies in engineering, environmental & earth sciences, construction, emergency response, health & safety, and waste disposal We offer full benefits including health, dental, vision, disability, life insurance, education assistance and matching 401k.

Voted Nation's Top Mid-Sized Environmental Firm to Work For by CE News

Voted Florida's Top 100 Companies to Work for 2010 – 2012 by Florida Trend

Voted 2008 – 2017 Best Places to Work by CareerSource Polk

This position is responsible for, but not limited to:

An IT Systems Administrator must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job as illustrated below:

Key Responsibilities / Essential Functions

- Maintain servers, including FTP, e-mail, print, and backup servers and their associated operating systems and software.
- Receive and respond to incoming calls and or e-mails regarding network connectivity, workstation or software problems.

- Install, configure, test, maintain, monitor and troubleshoot end user workstation hardware, software, networked peripheral devices, cabling and networking hardware and software products.
- Maintain security solutions, including firewall, anti-virus and intrusion detection systems.
- Recommend, schedule and perform network improvements, upgrades and repairs.
- Conduct research on network products, services, protocols and standards in support of network procurement and development efforts. Evaluate and recommend for purchase networking and workstation hardware and software products.
- Perform network, workstation and peripherals asset management, including maintenance of component inventories for each.
- Work with end users and department heads to identify and document required network service levels. Work to meet these service level agreements with end users.
- Work with satellite offices and remote job locations to ensure their continued connectivity.
- Collaborate with management team to maintain, and adhere to procedures for creating and updating network data for optimum efficiency and ease of locating files.
- Developing long-term strategies and capacity planning for meeting future computer hardware and software needs.
- Maintain up-to-date knowledge of networking contracts, new hardware and software developments with the latest and emerging technologies.
- Maintain VoIP phone system, including user setup and configuration, end-user support and training, and coordination with telecommunications providers/vendors.
- Analyze existing operations and make recommendations for the improvement and growth of the network infrastructure and IT systems.
- Aid in development of business continuity and disaster recovery plans. Maintain current knowledge of plan executables and respond to crisis in accordance with business continuity and disaster plans.
- Upholds the ethics and values of the company.
- Other duties as assigned.

Education and/or Experience

- Bachelor's degree in the field of Computer Science
- Two (2) years of related computer network experience
- Knowledge of SQL Server environment including maintenance and backup procedures; experience with SQL programming preferred
- Knowledge of Windows Server 2003/2008, Active Directory, and Exchange server required
- Knowledge of Microsoft and SharePoint software systems preferred
- Knowledge of wireless device connectivity/integration preferred

Additional Qualifications

- Ability to travel, including some overnight.
- Pre-employment drug screen according to A•C•T's Drug Free Workplace policy.
- Acceptable driving record in accordance with A•C•T's Insurance & Driving policy.
- Satisfactory background check.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting Software; Database Software (Access); Development Software; Internet Software; Spreadsheet Software (Excel); Electronic Mail Software (Outlook); Publisher Software; Contract Management Systems; Design Software (Photoshop/Illustrator); Inventory Software; Order Processing Systems; Project Management Software; Word Processing Software (Word); Presentation Software (PowerPoint); Engineering Software (AutoCAD); SharePoint and Proprietary Software.

Other Skills and Abilities

- Must have strong interpersonal skills to support leadership, management, negotiation and problem-solving functions of this role.
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Friendly, courteous, service-oriented, professional, outgoing, and customer service oriented.
- Remain calm and professional in stressful situations.
- Detail oriented while maintaining an extremely positive attitude.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes and resolve routine problems.
- Team player with a "can do" attitude that can work in a fast-paced environment.
- Ability to establish and maintain professional atmosphere for employees, clients and customers.

Our Team Members enjoy:

- Competitive Salary
- Training
- Medical, Dental & Vision Insurance
- Life Insurance
- Short-Term Disability Insurance
- Supplemental insurance options including Long-Term Disability
- 401K Matching Plan
- Tuition Reimbursement
- Employee Assistance Program
- Vacation and Personal Days

A-C-T is an Equal Opportunity Employer and a Drug-Free Workplace

Email your resume complete with a cover letter to: **careers@A-C-T.com**.

