

**JOB ANALYSIS WORKSHEET
 FLINT ELECTRIC MEMBERSHIP CORPORATION
 P. O. BOX 308, 3 SOUTH MACON STREET
 REYNOLDS, GEORGIA 31076**

JOB POSTING	EXTERNAL POSTING <i>(Individuals meeting the following requirements are eligible to apply.)</i>
JOB TITLE	SYSTEM ADMINISTRATOR I - IV
JOB LOCATION	FLINT EMC HEADQUARTERS; 3 SOUTH MACON ST., REYNOLDS, GA 31076
JOB CLASSIFICATION	INSIDE JOB; EXEMPT
SUPERVISOR	MANAGER OF TECHNOLOGY INFRASTRUCTURE
LAST DATE REVIEWED	DECEMBER 2024
JOB SUMMARY	The System Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, and related procedures adhere to organizational values. Work closely with all members of the department to participate in cross-training opportunities. Perform all duties of the position as required.
EDUCATION / TRAINING	<p>Required:</p> <ul style="list-style-type: none"> • High school education or equivalent • Associates degree in Computer Information Systems or related field; PLUS four (4) years' current experience in IT Administration <p>OR</p> <ul style="list-style-type: none"> • Bachelor of Science in Computer Information Systems from an accredited four-year institution; PLUS 2 years' current experience in IT Administration <p>Preferred:</p> <ul style="list-style-type: none"> • Technology related experience with an electric utility • COMP TIA+ certifications • CCENT or CCNA certifications • VCP certification • Experience in corporate helpdesk administration • Experience in utility specific consumer information systems (SEDC, NISC, ATS....) • Experience in virtual server and virtual desktop environments • Experience in datacenter backup and disaster recovery operations • Experience in programmatic languages
KNOWLEDGE / INTERPERSONAL SKILLS	<p>Required:</p> <ul style="list-style-type: none"> • Strong knowledge of current Microsoft Operating Systems, Microsoft Office Productivity Suite, and Microsoft Office 365 • Strong knowledge of Windows Server 2012/2016/2019/2022 and the roles associated with each • Knowledge of ESXi and VMware platforms of virtualization • Knowledge of SANS storage provisioning and principles • Knowledge of database principles, query development, and reporting capabilities • Strong knowledge of system testing best practices and methodologies • Strong knowledge of hardware and software installation, troubleshooting skills, and end node issue resolution • Ability to diagnose problems over the phone or through remote computer control • Ability to collaborate with a wide variety of personalities and skill sets • Ability to improve the quality of IT processes, services and products • Ability to operate effectively, efficiently and professionally under pressure • Ability to self-start and take initiative to improve technology systems • Strong organizational abilities and customer service skills • Ability to communicate, orally and written, in a professional manner with exceptional phone etiquette • Positive attitude and willingness to be a team player in support of exceptional internal and external customer service <p>Preferred:</p> <ul style="list-style-type: none"> • Knowledge of Pure Storage Platform • Knowledge of DarkTrace administration/monitoring • Knowledge of CrowdStrike deployment/administration

	<ul style="list-style-type: none"> • Knowledge of Linux operating systems administration • Knowledge of Windows Power Shell scripting • Knowledge of Oracle/SQL administration • Project management skills
WORKING HOURS	<ul style="list-style-type: none"> • 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch. (Working hours are subject to modification to adequately support end users.) • Must be able to serve on-call, accept after-hours calls by phone and work after-hours in emergency situations
OTHER	<ul style="list-style-type: none"> • Must have and maintain a valid driver's license with a verifiable safe driving record (MVR required)
APPLYING FOR JOB	<ul style="list-style-type: none"> • Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. The deadline for external applications is 5:00 p.m., Friday, December 20, 2024. • Applications may be dropped off at the locations listed above or emailed to hr@flintemc.com. • Contacts: Kathy Parrish 478-847-5143, or Chelsea Payne 478-218-5582.

**FLINT EMC IS AN EOE/AA: MINORITES / FEMALES / VETERANS / DISABLED
DRUG FREE / SMOKE FREE WORKPLACE**

POSTED 12/5/2024

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
SYSTEM ADMINISTRATOR I-IV**

ALERTNESS & CONCENTRATION	Must be able to concentrate on several things at one time. Be alert to give and exchange information.
ABILITY TO DEAL WITH STRESS	Must be able to work under pressure in case of emergencies, handle tense situations, resolve complaints, and control anger and attitude.
VISION	<p><u>Far Visual Acuity</u> - As necessary to drive.</p> <p><u>Near Visual Acuity</u> - Must be able to see computer screen, keyboard, small computer screws, and read all types of paperwork, including small figures and diagrams.</p> <p><u>Peripheral Vision</u> - As necessary to drive.</p> <p><u>Color Vision</u> - For recognizing appropriate forms and color coded wires.</p> <p><u>Depth Perception</u> - As necessary for driving and working inside computer.</p> <p><u>Night Vision</u> - As necessary for driving.</p>
HEARING	(Normal Tones) Hears and comprehends spoken conversation over telephone and in person.
SPEECH	Speaks loudly and clearly enough to be accurately understood. Voice must be pleasant, tactful and professional.
SITTING / STANDING	Sits a maximum of 2 hours at a time, up to a total of 8 hours per day. Can stand up as needed. Stands less than 4 hours total per day.
WORKER MOBILITY / WALKING	Can change positions at will. Walking is minimal amount up to 300 feet.
LIFTING / CARRYING	Frequently lifts computers, monitors, printers, and paper. Seldom anything over 50 pounds.
PUSHING / PULLING	Required to change out computers, monitors and printers.
BENDING	Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers. Loads and unloads computers.
REACHING / HANDLING	Wrist, hand, and arm frequently used for operating and repairing computer terminal, calculator, writing, and installing equipment.
TWISTING / CLIMBING / CRAWLING	Twisting is intermittent. Climbing occasionally. Crawling may be required for installing cable.
ENVIRONMENTAL FACTORS	<u>Job</u> is located indoors in a heated/air conditioned building. No noise, light, fumes, or dust hazards present.
MACHINES / TOOLS/ EQUIPMENT	Computer, calculator, copier, paper, pens, pencils, stapler, soldering iron, screwdriver, and wire stripper.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	Grounding straps for computers. Obtains and maintains CPR certification and Defensive Driving certification. Follows prescribed safety rules.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance exam required

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.