

Orenco Systems, Inc.

Job Description

Job Title: Systems Engineer **Job Code:** SYSENG
Salary Grade:
Department: Information Technology **FLSA Status:** Exempt

GENERAL POSITION SUMMARY:

A Systems Engineer is responsible for supporting equipment in a Microsoft Windows environment, from design through implementation and support. A System Engineer performs a wide variety of installation, configuration and upgrading of workstations, servers and related hardware and software in a LAN, WAN and stand-alone environment. A System Engineer provides investigation, diagnostic testing and repair/resolution of system, hardware, software and infrastructure.

RESPONSIBILITIES:

Essential Functions:

- Completes configuration, installation and support of equipment in a Microsoft Windows environment to the specifications of client proposals.
- Maintains Windows Server virtual environments – Windows server 2008 to 2012 Hyper-V.
- Designs and implements system security, data assurance, and Disaster Recovery (DR) infrastructure.
- Manages corporate firewall.
- Monitors network utilization and troubleshoots network issues.
- Assists in the design of multi-server environments including IP address schemes, DNS, WINS, SAN, fiber channel, SCSI channel, etc.
- Troubleshoots and resolves computer and telephony related issues when contacted by clients by providing both on-site and remote support.
- Maintains software applications, operating systems, and regular maintenance.
- Manages assigned projects and program components to deliver services in accordance with established objectives.
- Responds to inquiries from staff, administrators, service providers, site personnel, outside vendors, and etc. to provide technical assistance and support.
- Supervises the administration of systems and servers related network to ensure availability of services to authorized users.
- Maintains accurate and timely record keeping of support tickets in help desk system.
- Maintains time project tracking and project management documentation in Jira.

Nonessential Functions:

- Performs other duties as assigned by management.

EDUCATION:

Bachelor of Computer Science or equivalent work experience.

KNOWLEDGE/SKILLS/EXPERIENCE:

- Minimum of 4 years experience in a Systems Engineer role.
- Technical, analytical, and interpersonal skills required.
- Windows System Center Configuration Manager configuration and infrastructure a plus.
- Knowledge of VoIP implementation and support.
- Maintain network security through proper configuration of VPN and Firewalls.
- Ability to communicate in an understandable, polite and friendly manner, both written and verbal.
- Strong organizational skills and ability to multi-task in a small business environment.
- Availability in response to needs of the customer for installation, maintenance, and equipment malfunctions.
- Must maintain a valid Oregon drivers license, good driving record, and be insured on any personal vehicle used for company business. Must be insurable to drive company vehicles if required.

TOOLS AND EQUIPMENT:

Cell Phone

Vehicle

Desktop and Laptop Computer (Mac and/or PC)

Multi-Line Phone with Intercom

Printer, Copier, Scanner, Fax Machines-Multifunction or stand alone

WORKING CONDITIONS:

Office environment with limited exposure to outside elements, dust, and fumes during time spent in manufacturing areas.

PHYSICAL REQUIREMENTS:

This is somewhat sedentary work that is done predominantly in an office environment. Physical activity includes keyboarding, finger dexterity, speaking, hearing, sitting, visual acuity, standing, with reaching, bending, squatting, crawling, and climbing 75% - 95% of the time. Regular job duties include frequent unassisted lifting of 20-50 lbs. and occasionally up to 70 lbs. Lifting over 71 lbs. must be assisted. Occasional operation of a motor vehicle.

Last revised: 5/25/2016