

# OPERATIONS TECHNOLOGY SYSTEMS ADMINISTRATOR

## OPERATIONS TECHNOLOGY/INFORMATION TECHNOLOGY

The Operations Technology Systems Administrator is responsible for the implementation and on-going support of solutions and the multitude of technologies related to systems, databases, and storage within the Bermuda Electric Light Co, which includes both administrative and industrial environments.

### KEY JOB RESPONSIBILITIES

- Build, maintain, and monitor enterprise server infrastructure - Windows/Linux servers, Oracle and SQL databases, and SAN
- Monitor and troubleshoot server and datacenter infrastructure issues
- Manage infrastructure projects from inception to completion
- Liaise with vendors, consultants and system support specialists
- Liaise with internal IT system support specialists
- Update, create and maintain systems and infrastructure documentation
- Assist in building and implementing a robust system infrastructure
- Assist in implementing information technology policies and procedures
- Perform regular system audits and compliance checks on OT infrastructure
- Guide OT team to deliver services with secure processes
- Assist with end user training
- Manage and administer technical controls, such as:
  - User controls (provisioning and de-provisioning, group policy, privileges and permissions)
  - Industrial Control Systems security
  - Administer database backups
  - Administer server backups and test disaster recovery

### KEY JOB REQUIREMENTS

- Bachelor's degree in Computer Science, or 5 years' experience in system administration
- Technical certifications for major vendors such as MCSE, MCT, MCDBA, Oracle, RHCE, required
- VMware certifications are an advantage
- Experience with enterprise infrastructure (server class operating systems, enterprise applications and databases, SAN and data warehousing) is an advantage
- Programming ability with Java, Ruby, C++ and/or Python is an advantage
- Experience working in an industrial environment or utility is an advantage
- Demonstrated experience with major enterprise operating systems and database platforms
- Demonstrated experience with systems support activities
- Strong problem-solving skills required
- Must be capable of understanding the correct functioning of IT/OT infrastructure. Strong technical skills in systems, storage, virtualization and database administration.
- In-depth knowledge of security principles and practices
- Strong problem-solving skills required
- Excellent verbal and written communication skills including technical writing
- Strong organizational and time management skills and ability to adapt to changes in priorities
- Strong analytical and problem-solving skills
- Strong customer service and interpersonal skills with the ability to liaise with vendors, consultants and employees at all levels
- Ability to manage small projects
- Highly motivated, self-starter with high standard of personal integrity and the ability to work as part of a team

### Complete an Internal Application form and submit to:

Human Resources  
P.O. BOX HM 1026  
Hamilton, HM DX  
OR

**E-MAIL:** [recruitment@belco.bm](mailto:recruitment@belco.bm)

**CLOSING DATE:** Tuesday May 29, 2018

BELCO is a non-smoking facility and is a drug and alcohol-free environment. The Company requires all successful applicants to pass a pre-employment drug and alcohol screening prior to an offer of employment. BELCO is committed to Equal Employment Opportunities

441 295 5111

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