



Jr Systems Administrator

Jr SysAdmin

Alaska Power & Telephone is hiring a full-time **Jr SysAdmin**. Our successful candidate will be a self-starter, highly motivated, flexible, detail-oriented, willing to follow directions, and willing to travel. They will possess excellent team and interpersonal skills, and the ability to work with minimal supervision. This position is based out of our Wasilla Alaska office with the possibility of remote work from home depending on the applicant.

Qualifications:

- High School Diploma or GED.
- CompTIA A+ certification or other technical certification preferred.
- Able to install and use a linux based computer system.
- Basic understanding of TCP/IP, DNS, and other Internet protocols.
- Able to self-educate using online resources or documentation.
- Excellent customer service skills.
- Must have good verbal and written communication skills.
- Highly organized and can keep track of multiple tickets and see issues through to resolution.

Job Duties and Responsibilities:

- First point of contact for our tier two technical support team where the candidate will pre-qualify issues before involving other administrators or engineers.
- First point of contact for our internal help ticket system where the candidate will assist with common network issues like creating/disabling accounts, password resets, basic troubleshooting.
- Patch workstations and servers with the latest security updates.
- Deploy new configuration to servers and routers provided by other administrators and engineers.
- Monitor system email address for incoming issues, logs, etc.
- Review problems identified by the monitoring system and ensure that issues are known and being worked by the systems engineering staff.
- Help maintain technical documentation.
- Participate in discussions on how to improve systems or processes.
- Keep track of and organize spare equipment.
- Travel to remote sites once or twice a year depending on projects.
- Perform other work-related duties as assigned.

The ideal candidate will advance quickly and grow into a Sysadmin position.

Required Physical requirements of the position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Employee must maintain a constant state of

mental alertness at all times. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, sitting, walking or standing for prolonged periods of time; most of time is spent sitting in a comfortable position with frequent opportunity to move about. Work is mostly performed from a sedentary posture.
- The employee is regularly required to hear, talk, sit and use hands and fingers to operate a keyboard and phone.
- The employee may be occasionally required to reach with hands and arms and lift, handle, or move objects weighing up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Some modest local and distant travel via automobile or airplane may be required to support departmental or organizational functions or objectives.

Salary & Benefits:

The pay range for this position is \$30.00-\$40.00 per hour and is DOE. AP&T offers a generous benefit package including (but not limited to) medical, dental, vision, 401K, employee stock ownership options, a \$5000.00 annual medical travel reimbursement, up to \$125 annual medivac insurance reimbursement. Paid holidays, paid leave time, \$150.00 in company logowear. Recognition of our employees is important to AP&T's values. We like to continuously show appreciation and recognition within our teams. AP&T is a small non-union, employee-owned utility.

For more information about our organization, please visit:

www.aptalaska.com

Interested in careers at AP&T- View our careers video here:

<https://vimeo.com/794686938>

To apply for this position please go to:

<https://aptalaska.workbrightats.com/jobs/1062280-176045.html>

EEO Employer/Vets/Disabled and Drug and Alcohol-free workplace