



NEW CAREER OPPORTUNITY

System Administrator

Hearthstone Utilities Inc. is looking for a talented, diligent system administrator to help maintain and administer our company's networked system of computers by installing software, updates, and security patches. Additional responsibilities are to maintain the computer servers on the back end, monitor server performance, and perform system backups on a regular basis.

Work Location

Pleasantville, OH

Reporting to

Directors of Technology of Systems and Operations

Benefits

Medical, Rx, Dental, Vision, HSA, 401K, LTD, Life, Paid-Time-Off bank, Holidays, and a whole lot more!

Easily Apply

Send Resume to:

Mary Cox, Director

mcox@hearthstonecompany.com

About Hearthstone

Hearthstone is a holding company that owns natural gas and water distribution utilities in multiple states that provide service to more than 215,000 residential and commercial customers. Over 500 employees work everyday to meet the needs their customer and serve their communities. Learn more at:

hearthstonecompany.com

Primary Responsibilities

- Configuring and maintaining the computer system, including hardware, system software, and applications.
- Ensuring data is stored securely and backed up regularly.
- Diagnosing and resolving hardware, software, networking, and system issues.
- Replacing and upgrading defective or outdated components when necessary.
- Monitoring system performance to ensure everything runs smoothly and securely.
- Researching and recommending new approaches to improve the networked computer system.
- Providing technical support when requested.
- Documenting any processes which employees need to follow to successfully work within our environment.

Main Qualifications

- Degree in Information systems or information technology.
- Experience with administering server-side technology and networked computing systems.
- Experience with SQL and database operations.
- Experience with VMware
- Experience with Microsoft Endpoint Manager (previously Microsoft System Center Configuration Manager)
- Experience with CISCO networking and Veeam a plus
- Ability to prioritize a wide range of workloads with critical deadlines.
- Availability outside of working hours to resolve emergency issues promptly.
- Excellent critical thinking and problem-solving skills.