

BTW Inc
Job Description

Job Title: IT Specialist

Department: IT

Position Reports To: Facilities Manager

JOB SUMMARY:

The IT Specialist will maintain and create reports and software that is used here at BTW. They will also maintain the servers for users and email. They will also maintain all the computers in the building and any support hardware (Phones, Scanners, Printers and so on). They will also need to be able to work with co workers to address issues they may be having related to computers and software and such. Any additional knowledge of install/setup and maintaining of servers (Windows Server /SQL Server) is an added bonus but not a requirement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Software:

Maintain and create custom reports and software. These reports and software will connect to one or many Microsoft SQL databases. Using the following languages and applications.

- Visual MFG Report Writer
- Aegis Report Writer
- Microsoft Reporting Services
- VB/C#
- VBA (Access and Excel)

Must be able to use Microsoft SQL Server Management Studio and be able to write SQL queries.

Computers:

Knowledge of Windows (98, 2000, XP, 7 and 10) Maintain all computers on site. Also, must be able to setup (Install Windows 7/10, and all software) and deploy new or reworked computers to the Facility.

Support the employees with computer related issues (Software/Hardware).

Servers:

Must be able to maintain users in the Active Directory and setup email boxes in Exchange. In a Windows Server 2012 R2 and Exchange 2016 environment. Along with other basic server tasks.

Manage the FTP server by configuring users.

Manage the daily backups on a Barracuda backup system

Misc.:

Manage all the other miscellaneous systems and devices, (Printers, Phone Systems and such)

Bonus (Not required but would be nice):

Administration of Windows Servers (2008 R2, 2012 R2, 2016, Exchange 2016, SQL 2008 R2, SQL 2012)

Knowledge of Hyper-V

SUPERVISORY RESPONSIBILITIES:

N/A

QUALIFICATION/EDUCATION/EXPERIENCE REQUIREMENTS:

- Minimum high school education or GED
- Bachelor's degree (B.A.) from 4 year college or university
- Or 1 to 2 years related experience and/or training; or equivalent combination of education and experience

PHYSICAL DEMANDS AND ACTIVITY:

- Use of hands and tools to properly perform job
- Lift maximum of 30 lbs.
- Be able to walk, stand, stoop, kneel, crouch, sit or crawl to perform tasks

WORK ENVIRONMENT:

- Clean area
- Air conditioned building
- Production/office area

BTW, Inc is a US ITAR facility. All employees must be US citizens or permanent legal residents.

Revised: January 2018

Approved By: _____ Date: _____