



## **NETWORK ADMINISTRATOR**

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking a Network Administrator to join its Casa Grande office.

The Network Administrator is responsible for assisting the IT Manager plan, direct, and control the technology infrastructure. This includes systems and services, such as the network infrastructure, internet and intranet, security, desktops, VOIP and other network services provided to internal users.

Responsible for a variety of tasks and duties, which may include, but would not be limited to, the following:

- Maintain network security and monitor system performance and activities.
- Train new users and set up accounts.
- Maintain domain web pages and intranet pages.
- Provide database (Oracle/SQL) support.
- Identify, research, and resolve hardware and software issues.
- Answer user e-mails and telephone calls; log all incoming calls into a database.
- Provide maintenance and replacement of the hardware and software infrastructure.
- Assist in delivery, installation and implementation of new hardware and software.
- Maintain inventory of hardware/software and track warranties by user and location.
- Provide on-call support during non-business hours.
- Perform other duties and activities as assigned.

Skills, knowledge, and physical requirements include, but are not limited to the following:

- Demonstrated proficiency with administering: personal computers and network operating systems including, Windows client and server programs: MS Exchange, MS Office, backup software, anti-virus software, and other installed programs and packages, servers, PCs, printers, routers, switches, phones, and related equipment.
- Must be able to perform routine preventive maintenance, replacement and troubleshooting on PC equipment.
- Must have the physical dexterity and ability to perform all duties at experience level required.



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- Position requires sitting at a desk, computer, or other business machines approximately 80% of the day; occasional walking and driving.
- Must be able to lift and carry PC equipment up to 75 lbs. Ability to perform repetitive physical activities using feet, legs, hands, and arms, and be able to use a keyboard, walk, sit, stand, bend, stoop, climb, reach, grasp, to access pc connections and equipment.
- Occasional overnight travel required.

### Required education, training, and experience:

- Must be a high school graduate. Associate degree in computer science preferred.
- Additional computer related course work and experience in PC networking, operating systems, programming, and software, such as Windows, Citrix, Visual Basic, spreadsheets, database, and word processing is desirable.
- IBM AS/400 or iSeries and communications experience is a plus.
- Minimum three years experience in computer and network support, mobile hardware support, or similar experience.
- Must have a valid Arizona driver's license with an acceptable driving record.

The Company offers a competitive wage and benefit package, including company paid medical, vision, dental, holidays and vacation, sick leave, and 401(k).

Send detailed resume and employment application to [awc-hr@azwater.com](mailto:awc-hr@azwater.com).