

Perform Air International Inc.
Section VI - Attachments
Att 59.07 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	07/30/2012	Revised for consistency
2	02/07/2014	Revised Exemption Status, Department Manager and Immediate Supervisor. Changes to Duties, Responsibilities and Authority and Qualifications.
3	03/31/2017	Extensive revision to reflect current responsibility.
4	07/31/2017	Addition of Division. Revision to Grade Level, Department Manager, Immediate Supervisor, Duties Responsibilities and Authority, and Qualifications.
5	01/31/2019	Revision to Grade Level, Duties, Responsibilities and Authority and addition of Division Manager.
6	05/24/2019	Revision to Immediate Supervisor
7	03/31/2021	Revision to Grade Level, Division Manager, Immediate Supervisor, Duties, Responsibilities & Authority and Education
8	04/30/2021	Corrected Exemption Status
9	10/31/2021	Revision to Grade Level and Immediate Supervisor
10	12/29/2023	Revision to Position Title, Department Manager, Immediate Supervisor, and Education Qualification
11	09/26/2024	Revision to Qualifications

Position Title: Systems Administrator

Grade Level: 15-1244-12

Exemption Status: Exempt

Division: Information Systems & Technology

Department: Information Technology

Division Manager: Director of Information Technology

Department Manager: Information Technology Manager

Immediate Supervisor: Information Technology Manager

Duties, Responsibilities and Authority:

This position is responsible for, and has authority over the network and server environments, and is responsible for maintaining asset records for hardware and software under their authority.

This position will evaluate, recommend, configure, and install network and server upgrades.

This position will be the point of internal contact for the Technical Support team on issues involving network equipment and servers.

This position works with the Information Technology Manager to ensure the best possible user experience, and to assess current and future user software and hardware needs.

This position works with the Information Technology Manager to create, review, and maintain Work Instructions and Reference Documents covering their areas of responsibility.

This position is on call seven days per week, twenty-four hours per day in the event of a situation requiring the presence or intervention of network personnel.

This position must be able to lift 20 pounds routinely and 40 pounds occasionally.

The Information Technology Manager may assign additional responsibilities of this position at any time.

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Qualifications:

Education: *Associate's Degree plus one of the following:*

Experience: *Three years' experience in a Computer Support Technician position.*

Training: *At least 200 hours documented training in the Information Technology Department.*