

For nearly a century, Jones & Henry has been a trusted provider of Fluid thinking to complex water and wastewater challenges. Join our team of dedicated individuals working to make a difference in our communities.

Job Title: Information Systems Technician

Location: Toledo, OH

What We Offer: Are you looking for an opportunity to excel as a critical member of a dynamic engineering team? Jones and Henry Engineers offers a unique opportunity to collaborate with fellow professionals that believe the work we do is important and care about the communities we serve and live in. From our 5 offices, our engineers interact with our clients to solve problems and implement practical solutions while maintaining high standards and providing quality service. Continuing education and advancement of skills are encouraged at every career level. Jones & Henry offers a robust profit-sharing program, educational reimbursement, and competitive health care benefits.

Job Summary: Jones & Henry is currently looking for an exceptional candidate to provide system and security administration, maintenance, design, and development for information technology related hardware, systems, databases, and applications.

Essential Functions:

1. Maintain PC and Server hardware and software.
2. Installation, support and secure applicable versions of Windows Server.
3. Physical installation of workstations, networking equipment, and data center hardware.
4. Provide user technical support for employees.
5. Maintain and update data archiving and disaster recovery procedures.
6. Under guidance of Director of Information Systems, manage the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including telecommunications, lan, wan, servers, PCs, operating systems, hardware, software, peripherals and Office Automation equipment.
7. Application and data development.
8. Keep current with the latest technologies.
9. Assist with information services policies and procedures documentation, auditing, and future requirements integration.
10. Asset management for IT hardware, software and equipment.
11. Performs other related duties as assigned by Discipline Directors, Officers, and President.

Competencies:

1. Strong creative, strategic, analytical, and organizational skills.
2. Ability to plan, research and propose new uses for technology.
3. Ability and experience communicating both orally and in writing, technical matters relating to the computing systems to all levels of personnel.
4. Microsoft 365 administration experience.
5. Active Directory administration experience.
6. VMware experience.
7. Knowledge and ability with Microsoft Server, Windows OS, and Linux along with software packages such as Microsoft Word, Excel, SharePoint and Microsoft Teams.
8. Hardware and software troubleshooting experience.

9. Knowledge of networking and routing protocols, methods, and best practices

Minimum Requirements:

Associates Degree in Information Systems or Computer Science.
Industry certifications are desirable.

Preferred Qualifications: 2-3 years of experience.

Bachelor's Degree in Information Systems or Computer Science.

Position Status: Full-Time

Minimum Physical Demands: Ability to travel to other offices. Prolonged periods of sitting at a desk and working on a computer, frequent lifting and/or moving 10 pounds and occasional lifting and/or moving up to 50 pounds. Visual acuity to perform responsibilities.

Jones & Henry Engineers is an Equal Opportunity Employer.