



Your Touchstone Energy® Partner 

July 22, 2026

NOTICE OF EXTERNAL JOB VACANCY

DEPARTMENT	POSITION	LOCATION
INFORMATION TECHNOLOGY	SYSTEM ADMINISTRATOR, IT	BLYTHEWOOD OFFICE

See attached position description for specific responsibilities and skills.

General Requirements:

- A. Associate or bachelor's degree in Information Technology, Computer Science, or related field; or equivalent experience.
- B. 3-5+ years of experience in systems administration, networking, or enterprise IT support.
- C. Certifications such as CompTIA Network+/Security+, MCSA/MCSE, CCNA, or similar.

Deadline to apply: Friday, August 28, 2026, at 5:00 PM

All qualified applicants will receive consideration for employment without regard to disability, veteran status, or other legally protected status.

This institution is an equal opportunity provider and employer.

FAIRFIELD ELECTRIC COOPERATIVE, INC.
BLYTHEWOOD, SC

POSITION DESCRIPTION
SYSTEM ADMINISTRATOR
I.T. DEPT.
2026

I. POSITION SUMMARY

The IT Systems Administrator supports the Vice President of Information Technology by maintaining the technology systems that employees depend on every day. This role manages servers, networks, cybersecurity tools, cloud services, and end-user devices while providing responsive support to office staff, field crews, and operations personnel. The administrator ensures high availability of critical systems—including those that interface with operational technology (OT) such as AMI, SCADA, GIS, and outage management platforms—while upholding security, compliance, and cooperative values.

II. RESPONSIBILITIES

a. SYSTEMS & INFRASTRUCTURE ADMINISTRATION

- i. Manage and maintain Windows servers, virtual environments (Nutanix AHV), storage systems, and backup infrastructure.
- ii. Monitor system performance, patching, and lifecycle management for servers, applications, and network equipment.
- iii. Administer Microsoft 365, Active Directory, identity management, and group policies.
- iv. Support cloud services, hybrid environments, and secure remote access solutions.

b. NETWORK & COMMUNICATIONS SUPPORT

- i. Maintain LAN/WAN infrastructure, firewalls, switches, wireless networks, and VPN connections.
- ii. Ensure reliable connectivity between IT and OT networks while following segmentation and security best practices.
- iii. Support field communications systems used for AMI, SCADA, substations, and mobile workforce tools.

c. CYBERSECURITY & COMPLIANCE

- i. Implement and monitor cybersecurity controls, including endpoint protection, MFA, logging, and vulnerability remediation.

- ii. Assist with incident response, risk assessments, and disaster recovery planning.
- iii. Support compliance with industry standards (e.g., NRECA Cybersecurity Goals).
- iv. Conduct user training and promote cybersecurity awareness across the cooperative.

d. APPLICATION & USER SUPPORT

- i. Provide Tier 2/3 technical support for employees, including troubleshooting hardware, software, and network issues.
- ii. Support utility-specific applications such as CIS/billing systems, GIS, OMS, AMI head-end systems, and engineering tools.
- iii. Coordinate with vendors for system updates, troubleshooting, and new deployments.
- iv. Maintain accurate documentation, asset inventories, and configuration records.

e. OPERATIONAL TECHNOLOGY COLLABORATION

- i. Work with engineering and operations teams to support technology used in substations, SCADA, outage response, and field operations.
- ii. Ensure secure, reliable data flow between OT systems and enterprise applications.
- iii. Assist with technology used by line crews, including rugged devices, mobile apps, and mapping tools.

f. CONTINUOUS IMPROVEMENT & RELIABILITY

- i. Recommend improvements to system reliability, cybersecurity posture, and user experience.
- ii. Participate in technology planning, budgeting, and project implementation.
- iii. Support after-hours for critical system issues or major outages.
- iv. Perform other duties as assigned.

III. EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

a. REQUIRED

- i. Associate or bachelor's degree in Information Technology, Computer Science, or related field; or equivalent experience.
- ii. 3-5+ years of experience in systems administration, networking, or enterprise IT support.
- iii. Strong knowledge of Windows Server, Active Directory, virtualization, networking fundamentals, and cybersecurity practices.
- iv. Experience managing backups, patching, monitoring tools, and endpoint management platforms.

b. PREFERRED

- i. Experience in electric utilities, cooperatives, public power, or other critical-infrastructure environments.
- ii. Familiarity with AMI, SCADA, GIS, OMS, or other OT/utility systems.
- iii. Certifications such as CompTIA Network+/Security+, MCSA/MCSE, CCNA, or similar.

c. KEY COMPETENCIES

- i. Reliability mindset: Supports systems that directly impact power delivery and outage response.
- ii. Security awareness: Understands the importance of protecting critical infrastructure.
- iii. Service orientation: Provides patient, effective support to employees and field crews.
- iv. Problem-solving: Diagnoses complex issues across servers, networks, and applications.
- v. Collaboration: Works closely with engineering, operations, and member services.
- vi. Adaptability: Thrives in a small-team environment with broad responsibilities.

d. OTHER

- i. Ability to communicate technical concepts clearly to non-technical staff.
- ii. Ability to manage multiple tasks simultaneously.
- iii. Good judgement, critical thinking and problem solving skills.
- iv. Handle confidential/sensitive information.
- v. Must be of legal working age.
- vi. Meet general residency requirement.

IV. RELATIONSHIP AND CONTACTS

- a. Reports to: Vice President of Information Technology
- b. Directs: None

IV. MENTAL AND PHYSICAL REQUIREMENTS:

The mental and physical requirements for this position include, but are not limited to the following:

- a. Must have the ability to perform mathematical computations necessary for statistical analysis of records and data.
- b. Must be able to effectively utilize a telephone and two-way radio in executing the position's assigned duties.
- c. Must have the mental capacity carry out implement plans, programs, and strategies for cooperative products and services.
- d. Must have the aptitude to logically and objectively evaluate obstructions and impediments to plans and programs, make rational independent decisions, and develop reasonable solutions to problems.
- e. Must be able to follow verbal and written instructions.
- f. Must be able to sit for extended periods of time.
- g. Must maintain dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components.

- h. Must be able to inspect and install cables in floors and ceilings.
- i. Must be able to lift and transport heavy to moderately heavy objects such as computers and peripherals.
- j. Must possess the ability to clearly and concisely communicate in verbal and written form in providing information to employees, members, the general public, and other individuals and groups.
- k. Must have the ability to effectively interact with other cooperative personnel, business and industry representatives, cooperative members, the general public, and related groups and individuals.
- l. Must have the ability to read computer screens in performing assigned operations.

Notice: All of the essential functions listed for this position do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of any given position may change or be temporarily altered based on the business needs of Fairfield Electric Cooperative, Inc. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Notice: All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or others.

Notice: This position is a bona fide executive position under the provision of the Fair Labor Standard Act and is not subject to overtime hours and premium pay.

EFFECTIVE DATE: July 17, 2026

REVISED: March 3, 2026