

Corporate IT Technician

FLSA Status: Exempt

General Job Description

Weifield Group is seeking an experienced hands-on Information Technology member to lead all aspects of our Information Technology Solutions function. This role will provide IT services and support to our many locations as well as our corporate office.

Location

Centennial, CO

General Responsibilities

- *Business Process Analysis and Documentation:* Research, analyze, and document the electrical project process at Weifield finding ways to be more efficient and profitable.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of improvement in terms of efficiency and company effectiveness, developing appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high-frequency communications throughout the company. Investigate and implement tools to achieve these goals.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Training/Mentoring:* Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

Job Specific Responsibilities

Essential Functions

- Manage resources and processes required to design, plan, and support all information products and services.
- Research and evaluate new technologies to be used as enhancements or upgrades to existing server, network, and other IT infrastructure equipment
- Prepare, maintain and keep updated IT procedures and documentation related to our processes and platforms operations.
- Supervise, hire, and train IT Department employees
- Responsible for creating and administering disaster plans that will keep the company functional in the event of a crisis
- Handle annual budget and ensure cost effectiveness
- Works with a high level of discretion related to the protection of company and employee information, including execution of confidential requests from Human Resources or other Corporate Service assistance as needed

Asset Management

- Builds and maintains vendor relationships and manages the purchase of hardware and software products
- Works closely with NexusTek third party

- Manages the purchasing of all software, hardware and other IT supplies at the regional level
- Ensures that company assets are maintained responsibly

Qualifications/Skills Required

- Bachelor's Degree in computer science, information technology or a related discipline or combination of equivalent experience and education in lieu of a Bachelor's Degree
- Preferred Experience:
- Proven working experience as an IT manager or relevant experience
- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Hands-on experience with computer networks, network administration and network installation
- Strong knowledge of network architecture, client/server technology, commonly used hardware and software systems, support concepts, practices, and procedures
- Knowledge of Microsoft Dynamics CRM and SL
- Excellent interpersonal, problem solving, troubleshooting and customer service abilities
- Strong organizational skills with the ability to handle multiple, high priority projects with a keen attention to detail
- Professional demeanor; team player orientation. Ability to interface with internal parties at all levels
- Ability to perform duties under minimal supervision while exercising limited discretion and independent judgment
- Hands on, energetic and motivated self-starter
- Ability to be on-call beyond normal business hours and on weekends

Reporting

The Information Technology Specialist will report to the Controller.

Supervisory Requirements

Will require supervisory duties over 1-2 other IT employees.

Measurements

The Information Technology Specialist's success is measured by the following criteria:

- Consistent interpretation and application of Company policies and procedures
- Adherence to legal compliance
- Development of interpersonal and customer service driven relationships
- Able to bring answers to the table and implement solutions quickly as needed

Physical Demands

- Stand, walk and sit; use hands to finger, handle, and maneuver or feel objects, tools, or controls.
- Reach with hands and arms; be able to talk and to hear.
- See well, either naturally or with correction.
- Hear well either naturally or with correction.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

- Noise level in the work environment is usually moderate as in a typical office setting.
- Some travel to jobsites/remote offices may be required.
- Weifield Group Contracting LLC is a drug free working environment.

Compensation Package

Start Date:	TBD
Status:	Full-time
Pay Rate:	DOE
Employee Health Insurance:	Healthcare 100% of the "Base Plan" by WGC 1 st of the month following date of hire.
Voluntary Dental/Vision Insurance:	Paid by employee based on coverage selection 1 st of the month following date of hire.
Disability & Accident Insurance:	Paid by employee based on coverage selection 1 st of the month following date of hire.
Life Insurance:	Paid by employee based on coverage selection 1 st of the month following date of hire.
Flex Pan:	Employee can set aside \$2550 pre-tax dollars for health/\$5000 for daycare 1 st of the month following date of hire.
PTO:	After six months, accrue 5 days per year 1-5; 10 days per year after 3 years and 15 days per year after 5 years. Seven paid holidays per year.
401k/Safe Harbor:	Participate after 60 days. Weifield matches 100% of investment up to 4% after one year of consistent employment.
Background Check/ Drug Test Required:	Yes
Work Schedule:	7AM- 5PM Monday through Thursday and 7AM to 3PM on Friday.

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Weifield Group Contracting LLC is an Equal Opportunity Employer.