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## POSITION ANNOUNCEMENT

### Network Systems Administrator

The District intends to hire a Network Systems Administrator to manage and maintain various electronic and electrical systems within its South Shore Line Operations Network Center at Michigan City, Indiana, and field locations between Chicago, Illinois and South Bend, Indiana.

**Description:** Network Systems Administrator duties include, but are not limited to, the following:

- Administers, troubleshoots, and maintains Train Network System, Substation SCADA System, Fiber Optic Communications System.
- Analyzes trouble reports and alarms and determines appropriate personnel callout.
- Provides technical support to personnel within NICTD Operations Network Center.
- Administers system warranty and technical support programs provided by systems suppliers.
- Assures adequate supply of capital spares.
- Recommends, develops and administers corrective and preventative maintenance records and schedules.

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- Manages as-in-service drawings and records.
- Performs other duties as assigned.
- Backup to the Server Systems Administrator.

**Position Requirements:** The following skills are required for consideration:

- A minimum of an Associate Degree in Electrical Engineering, Electrical Engineering Technology, Electronics, or comparable degree relating to electricity and/or electronics. Minimum of five (5) years' experience in related and relevant work may be substituted for degree(s).
- Experience in Network management and Computer systems familiarity is required.
- Cisco certified or equivalent experience. Knowledge of Cisco firewalls, routers, switches and ISE system.
- Knowledge of Interoperable secure tunnels, IPsec VPN tunneling,
- Network Management tool (NICTD uses What's Up Gold.)
- Remote Desktop Gateway.
- Ability to work and communicate effectively in highly stressful conditions.
- Demonstrated superior interpersonal skills; ability to work with fellow employees and vendors.
- Valid driver's license with a safe and insurable driving record.
- Willingness to work varied shift hours, varied days off, holidays, and extended hours as may be needed to respond to operational circumstances preferred.
- Basic proficiency in Microsoft Office products as well as generic computer and keyboarding skills.
- Superior record concerning safety attitude, attendance, and work performance.
- Solid business writing and communication skills.
- Reliable transportation to and from Michigan City.
- Close home proximity to the Operations Network Center in Michigan City.

**Schedule:** The anticipated normal hours of service are during the daytime Monday through Friday. The specific work schedule will depend on the needs of the service and managerial availability. The successful applicant will be expected

to be available for calls during the night, evening, and weekend from other managers, supervisors, and Network center personnel.

**Supervision:** The position reports to the Manager, PTC Engineering.

**Salary and Benefits:** The salary range for this opportunity is \$55,000 to \$70,000 and will be set based on skills, experience, and consistent with pay structure for others in comparable assignments. Health care, dental care, vacation, holidays, supplemental pension plan, Railroad Retirement Board benefits, and comp time are some of the benefits available. Credit for time served in other railroad employment, including approved military leaves, will be applied in determining vacation day entitlements. Relocation benefits are not available.

**Work Environment:** The employee will be in an office environment unless system requirements trigger a need to work in another indoor or outdoor work area. The noise level ranges from quiet to moderately loud.

**How To Apply:** Submit a written resume outlining education, training, experience, and work history. A cover letter outlining the reasons why you are interested in working as a Network Systems Administrator and why you believe you are best qualified is encouraged but not required. The mail or hand-delivery address is: Network Systems Administrator Opportunity, Attn: Director – HR&LR, 601 North Roeske Ave., Michigan City, IN 46360. The e-mail delivery address is: [bjarne.henderson@nicted.com](mailto:bjarne.henderson@nicted.com). The deadline for applying is 9 a.m. on Monday, May 2, 2022. Qualified applicants will be notified if selected or declined for an interview. **Note: This is a rolling application process. Apply early to ensure consideration. The District reserves the right to fill the position with a qualified candidate prior to the application deadline.** Phone calls and walk-ins requesting consideration or expressing interest are not accepted. The District assumes no responsibility for late or undelivered materials. Persons who desire to assure deliveries of their requests for consideration are encouraged to hand deliver their materials or send them by certified mail.

**Questions:** Contact Bjarne Henderson, Director of Human Resources & Labor Relations, at (219) 874-4221, ext 223; e-mail: [bjarne.henderson@nicted.com](mailto:bjarne.henderson@nicted.com).

***The District is an Equal Opportunity Employer.***