JOB DESCRIPTION

Job Title: Web Developer & IT Technician   **Position Number:** _____90-06_____

Incumbent:_____Vacant_____   **Effective Date:** _____June 1 2018___

Status: ___Term___   **Pay Level** _9_____   **Bargaining Unit:** __X__ Yes _____ No

Supervisor's Title: __Manager, IT_____   **Department:** ___Corporate___

SUMMARY

Works in a team based environment will be responsible for supporting the existing infrastructure as well as develop new technologies. Provides support to both the network and systems functions. Must be able to work in a varied fast paced environment. Flexibility is a necessity. All work shall be carried out and properly documented in accordance with Yukon Energy's policies, guidelines and procedures.

DESCRIPTION

1. Develops, maintains and enhances corporate Web, intranet, database and server applications as required.

2. Designs and implements user-driven templates, databases and interfaces. Develops database-driven Web interfaces for rapid, real-time information sharing. Develops external Web portals.

3. Performs complete testing and implementation of web, system, server and database applications installations, upgrades, and enhancements. Liaises with vendors. Ensures documentation is available and maintained.

4. Performs backup support for corporate systems

5. Provides effective, timely and reliable technical support for existing and new IT technology. Responds, troubleshoots and diagnoses technical problems (SQL, SharePoint, servers, LAN/WAN, hardware/software, security and printers).

6. Monitors database systems to ensure secure services with minimum downtime (SQL Server, SharePoint, etc).

7. Supports client operating systems and office application service packs and critical updates.

8. Coordinates and assists in the testing and implementation of various applications, installations, upgrades, and enhancements. Liaises with vendors. Ensures documentation is available and maintained.

JOB DESCRIPTION

9. Coordinates, maintains and supports the IT Change Management process. Provides the first point of contact to clients and ensures all requests for changes are thoroughly documented, justified, planned and processed in a timely fashion. Chairs the weekly Change Management Meeting.

10. Participates with the information technology group in the development and maintenance of information technology standards. Maintains and monitors guidelines and standards to ensure corporate requirements.

11. Adheres to the Corporations high safety standards by following approved safe working plans and worker administered and operator administered protection plans.

12. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures and guidelines.

13. Other related duties.

WORKING CONDITIONS

Works primarily in an office environment on servers and workstations. Travel may be required. Requires flexible work hours including early morning, evening and weekend work to minimize downtime on information systems during normal working hours.

KNOWLEDGE, SKILLS, AND ABILITIES

- Technical diploma in information systems technology such as computer studies or communications plus network administration and data base training including several years of related experience in database administration.
- Solid skills and experience in Microsoft SQL and SharePoint server. Experience in trouble shooting hardware and software issues (computers, laptops, servers, printers and LAN/WAN system components in a Windows Active Directory Domain).
- Experience in setting up and maintaining Microsoft Online and Microsoft Cloud services.
- Proficiency in at least one structured programming language and understand object oriented programming.
- Knowledge of workstation security software, databases and backup systems as well as the architecture of clients, servers, and Internet systems.
- Solid analytical, communication and organizational skills.
- Strong client service orientation and good interpersonal skills.
- Ability to work independently and efficiently to meet deadlines.
- A valid class 5 drivers license.
- Ability to work in a team and cross-cultural environment.