MEMBERS FIRST | SAFETY | RELIABILITY | TEAMWORK | INTEGRITY | ENJOYMENT | SUCCESS

System Administrator Level 2-3

Posted: November 11, 2026 **| Deadline:** December 3, 2026. 5:00 PM (CST)
Job Type: Full-Time **| FLSA Type:** Non-Exempt/Hourly
Salary: $32 - $45 per hour DOE

TAYLOR ELECTRIC COOPERATIVE

About

Taylor Electric is a member-owned electric cooperative committed to providing safe, reliable power and fiber internet to the surrounding communities. Taylor Electric is looking for an experienced and motivated IT professional who can provide network support. This individual will also provide front-line technical assistance to Cooperative employees and support the technology that powers the operations and improves service for the membership.

Position Summary

The *System Administrator Level 2-3* will primarily provide network support across a dynamic and growing environment to ensure reliability, performance and security of the network infrastructure. This role will also provide front-line primary technical support to employees and members on various technical issues relating to hardware, software and peripherals. The *System Administrator Level 2-3* will have strong technical expertise in networking, systems administration, cybersecurity and excellent problem-solving skills. The ideal *System Administrator Level 2-3* will have proficient knowledge of IT functions and be able to support complex systems.

Work Hours/Conditions

- Work hours may vary but will typically consist of 40 hours a week Monday – Friday.
- May be required to work on short notice or on holidays and weekends during times of high work volume and outages.

Qualifications

- High school diploma or equivalent is required.
- Bachelor's degree in Computer Science, Information Technology or a related field is preferred.
- Eight (8) to fifteen (15) plus years of hands-on experience working in network administration.
- Experience working with or supporting technology in the utility industry is a plus.
- Demonstrated self-motivation and initiative.
- Strong communication and collaboration skills.

Why You'll Love Working at Taylor Electric

- Help deliver reliable power to members in your community.
- Competitive salary and comprehensive health benefits (medical, dental, vision).
- Traditional Retirement *and* 401(k) plans with employer contributions.

How To Apply

Click here to access the employment application or visit the career page at www.taylorelectric.com/career-opportunities

Contact: Amanda Weaver, HR Generalist
Email Address: HR_Personnel@taylorelectric.coop
Website: www.taylorelectric.com
Phone: 325-793-8587

JOB DESCRIPTION

Taylor Electric Cooperative, Inc.

Job Title: System Administrator Level 2
FLSA Status: Non-exempt
Job Codes: TEC: 18H2 | NRECA: 34-4421

Department: Information Technology
Date Revised: January 2022

1. Objective

a. System Administrator Level 2 will provide front-line primary technical support to end users on various technical issues and problems relating to hardware, software and peripherals. They will also be responsible for responding to, documenting and resolving service tickets in a timely manner. System Administrator Level 2 must have proficient problem solving skills to diagnose, evaluate and resolve complex problem situations, or when appropriate, escalate or route them to appropriate senior IT staff members.

b. The System Administrator Level 2 also performs root cause analysis, develops checklists for typical problems and recommends procedures and controls for problem prevention. This position will support multiple platforms including desktops, laptops, mobile devices and video conferencing equipment. This position may require independent work, sharing information and assisting others with work orders.

2. Essential Job Functions

a. Resolves help desk issues including troubleshooting hardware and software issues via remote desktop and hands-on application.
b. Supports Active Directory environment.
c. Manages and installs system updates on a routine basis (i.e. patch management).
d. Provides proficient technical support and consulting in areas such as printer/peripheral device, smartphones and tablets, phone configuration, software applications and telecommunications.
e. Provides expertise in data base concepts and able to run queries using software tools.
f. Supports complex systems on a proficient level. Systems include UPN, FUTURA (OMS), MDM, CISCO, TWACS, Internet, Intranet, etc.
g. Develops project plans and, where appropriate, leads teams.

3. Reports to

a. Director of Information Technology

4. Supervises

a. This is not a supervisory position.

5. Job Specifications

a. Reasoning Ability – Must have the ability to analyze and solve problems, as well as, prioritize tasks and assignments.
b. Language Skills – Must have the ability to read, analyze, and interpret modern IT trends. Must be able to speak, read and comprehend the English language.
c. Industry Knowledge – Must be at a proficient level with all IT functions.
h. Personal Characteristics – Provide exceptional customer service in person, remotely, via phone and email as appropriate. Must possess high emotional intelligence in interpersonal communication and high stress situations. Must be able to complete work assignments independently and with a group as directed. Work

requires independent and original thinking. Personal characteristics to include: a team player, high integrity, and able to work well with diverse groups of people.

d. Physical Characteristics – Must be able to lift up to 25 pounds. Must be able to work in tight spaces. Must be able to bend at the waist, kneel, stoop and sit for extend periods of time. Repetition movement, such as typing, is required.
e. Work Conditions - Work regularly takes place in an office setting with a controlled environment. However, one may be required to work in hazardous conditions, such as a sub-station, on occasion. Work primarily takes place between 7:30 am and 5:30 pm, Monday – Friday; however, overtime may be required in times of high work volume and outages. May be required to work in multiple office locations.

6. Education and Experience

a. High school diploma or equivalent is required.
b. Bachelor degree in technology related field is preferred.
c. Three (3) to five (5) years or of hands-on experience working in an end-user desktop support role or computer operations environment is required.

7. Licenses and Certificates

a. Must possess a current driver's license and have and maintain an insurable driving record.
b. Must be able to become certified in CPR and First Aid (training provided).

8. Remarks

a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by IT management.
b. This position is not eligible for telecommuting.

ACKNOWLEDGEMENT:

I have read and understand the information contained in the job description. I further understand that this job description is not intended and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. I may be required to perform additional tasks necessary to meet Cooperative job duties. This job description is intended to be an accurate reflection of the principal job elements for making fair decisions. This job description does not constitute a written or implied contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

JOB DESCRIPTION

Taylor Electric Cooperative, Inc.

Job Title: System Administrator Level 3
FLSA Status: Non-exempt
Job Codes: TEC: 18H2 **|** NRECA: 34-4421

Department: Information Technology
Date Revised: January 2022

1. Objective

a. *System Administrator Level 3* will provide network support to ensure reliability, performance and security of the network infrastructure.

b. The *System Administrator Level 3* will also provide front-line primary technical support to end users on various technical issues and problems relating to hardware, software and peripherals. *System Administrator Level 3* must have proficient problem-solving skills to diagnose, evaluate and resolve complex problem situations, or when appropriate, escalate or route them to appropriate senior IT staff members.

c. The *System Administrator Level 3* also performs root cause analysis, develops checklists for typical problems and recommends procedures and controls for problem prevention. This position may require independent work, sharing information and assisting others with work orders.

2. Essential Job Functions

a. Monitor and maintain network performance using monitoring and diagnostic tools.
b. Configure, support and troubleshoot routers, switches, firewalls and wireless access points.
c. Maintain network security best practices including firewalls, intrusion detection and VPN access.
d. Manage and optimize LAN, WAN and VPN environments.
e. Resolve help desk issues including troubleshooting hardware and software issues.
f. Support Active Directory environment.
g. Manage and install system updates on a routine basis (i.e. patch management).
h. Provide proficient technical support and consulting in areas such as printer/peripheral device, smartphones and tablets, phone configuration, software applications and telecommunications.
i. Provide expertise in data base concepts and have ability to run queries using software tools.
j. Support complex systems on a proficient level. Systems include UPN, MILSOFT (OMS), MDM, CISCO, TWACS, Internet, Intranet, etc.
k. Support integration of cloud-based services such at AWS or Google Cloud.
l. Use scripting languages like Python and PowerShell to automate network tasks and processes.
m. Develop project plans and, where appropriate, leads teams.
n. Collaborate with other IT personnel to improve network reliability and performance.
o. Lead large complex application development and support projects.

3. Reports to

a. Director of Information Technology

4. Supervises

a. This is not a supervisory position.

5. Job Specifications

a. Reasoning Ability – Must have the ability to analyze, diagnose and solve complex problems, as well as, prioritize tasks and assignments.
b. Language Skills – Must have the ability to read, analyze, and interpret modern IT trends. Must be able to speak, read and comprehend the English language. Clear and concise communication is essential for explaining technical concepts and providing user support.
c. Industry Knowledge – Must be at a proficient level with all IT functions.
p. Personal Characteristics – Provide exceptional customer service. Possess high emotional intelligence in interpersonal communication and high stress situations. Must be able to complete work assignments independently and with a group as directed. Work requires independent and original thinking. Personal characteristics to include: a team player, high integrity, attention to detail and able to work well with diverse groups of people.
d. Physical Characteristics – Must be able to lift up to 25 pounds. Must be able to work in tight spaces. Must be able to bend at the waist, kneel, stoop and sit for extend periods of time. Repetition movement, such as typing, is required.
e. Work Conditions - Work regularly takes place in an office setting with a controlled environment. However, one may be required to work in hazardous conditions, such as a sub-station, on occasion. Work primarily takes place between 7:30 am and 5:30 pm, Monday – Friday; however, overtime may be required in times of high work volume and outages. May be required to work in multiple office locations.

6. Education and Experience

a. High school diploma or equivalent is required.
b. Bachelor degree in technology related field is preferred.
c. Eight (8) to fifteen (15) years or of hands-on experience working in network administration and as an end-user desktop support role or computer operations environment is required.
d. Deep knowledge of TCP/IP, routing, switching, LANs, WANs and VPNs.
e. Experience with network devices like routers, switches, firewalls and wireless access points.
f. Proficiency with Windows and Linux server environments.

7. Licenses and Certificates

a. Must possess a current driver's license and have and maintain an insurable driving record.
b. Must be able to become certified in CPR and First Aid (training provided).

8. Remarks

a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by IT management.
b. This position is not eligible for telecommuting.

ACKNOWLEDGEMENT:

I have read and understand the information contained in the job description. I further understand that this job description is not intended and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. I may be required to perform additional tasks necessary to meet Cooperative job duties. This job description is intended to be an accurate reflection of the principal job elements for making fair decisions. This job description does not constitute a written or implied contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature	Date
Supervisor Signature	Date

EMPLOYMENT APPLICATION

Taylor Electric Cooperative, Inc.

TAYLOR ELECTRIC COOPERATIVE

APPLICANT INFORMATION							
Last Name		**First**		**M.I.**		**Date Applied**	
Street Address							
City		**State**		**ZIP**			
Phone		**E-mail Address**					
Date Available		**Position Applied for***					
Are you authorized to work in the United States?	**YES**	**NO**	*You **MUST** list a specific position, or your application will not be processed.				
Have you ever worked for this company?	**YES**	**NO**	**If 'yes', when?**				
Have you ever been convicted of a felony?	**YES**	**NO**	**If 'yes', explain**				
Do you have a Commercial Driver's License?	**YES**	**NO**	**If 'yes', what class?**		**Restrictions?**		

EMPLOYMENT & EXPERIENCE					
Company		**Phone**		**Location**	
Job Title		**Start Date**		**End Date**	
Responsibilities					
Reason for Leaving					
May we contact your previous employer?	**YES**	**NO**			
Company		**Phone**		**Location**	
Job Title		**Start Date**		**End Date**	
Responsibilities					
Reason for Leaving					
May we contact your previous employer?	**YES**	**NO**			
Company		**Phone**		**Location**	
Job Title		**Start Date**		**End Date**	
Responsibilities					
Reason for Leaving					
May we contact your previous employer?	**YES**	**NO**			
Company		**Phone**		**Location**	
Job Title		**Start Date**		**End Date**	
Responsibilities					
Reason for Leaving					
May we contact your previous employer?	**YES**	**NO**			

EDUCATION						
High School					**Location**	
Did you graduate?	**YES**	**NO**				
College					**Location**	
Did you graduate?	**YES**	**NO**	**Degree**			
Other					**Location**	
Did you graduate?	**YES**	**NO**	**Degree**			

MILITARY SERVICE			
Branch		**Rank at Discharge**	
Have you been discharged or still active?			

REFERENCES			
Please list three professional references.			
Full Name		**Relationship**	
Company		**Phone**	
Address			
Full Name		**Relationship**	
Company		**Phone**	
Address			
Full Name		**Relationship**	
Company		**Phone**	
Address			

DISCLAIMER AND SIGNATURE

I acknowledge that all the information I have provided in this application is true and complete to the best of my knowledge. I authorize Taylor Electric Cooperative, Inc. (TECI) to make inquiries to any of the persons, business entities, and schools identified in the application I also understand that if I am hired and any falsification of information in this application is discovered, I may be subject to immediate disciplinary action, up to and including termination. I further understand that if I am employed by TECI I will be required to abide by all of its policies, rules, and regulations.

I further acknowledge and agree that, if employed by TECI, my employment will be held in accordance with Texas state employment law thus not guaranteed for any specific period of time and the employment relationship with TECI will be at-will; meaning that the relationship can be terminated by myself or TECI with or without cause and with or without notice. I further understand that the employment relationship between myself and TECI can only be modified by a written agreement signed by both myself and the authorized representatives of TECI.

I acknowledge that TECI does not unlawfully discriminate in employment practices and that no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand and agree that any employment offer I may receive from TECI is contingent upon my successful completion of the company's total pre-employment screening process, including **satisfactory reference checks, background check, and drug and alcohol screening**,

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form.

I also understand that this application remains current for **only 30 days**. At the conclusion, of that time, if I have not heard from TECI and still wish to be considered for employment, it will be necessary for me to reapply and complete a new application.

Signature	**Date**

PLEASE RETURN YOUR COMPLETED APPLICATION TO HR_PERSONNEL@TAYLORELECTRIC.COOP OR DELIVER/MAIL TO EITHER OFFICE