



# SANDER GEOPHYSICS

<b>Position Title:</b>	<b>System Administrator</b>
<b>Reports to:</b>	IT Manager
<b>Location:</b>	Ottawa office

The System Administrator performs day-to-day administration of SGL's infrastructure through maintaining, upgrading, managing and troubleshooting our software, hardware and networks. .

## Responsibilities

- Installs and administers software and hardware while providing monitoring and maintenance of physical server infrastructure;
- Contributes to the development, implementation, and maintenance of procedures and security controls;
- Ensures network performance through testing, monitoring, and statistics reporting;
- Contributes to system security administration on designated technology platforms, including operating systems, applications and network security devices;
- Administers network security for perimeter and end-points, as well as the interoperability of information security systems;
- Evaluates, deploys, and manages containerized services using Docker, and develops and maintain CI/CD pipelines in GitLab;
- Analyzes requirements and designs bare-metal Kubernetes clusters, including distributed storage (Ceph), networking, and load balancing solutions to support scalable and highly available systems;
- Designs and operates access control reconciliation loops that enforce ACL state across systems based on authoritative directory sources;
- Manages virtualization platforms for workload virtualization, VM provisioning, and resource allocation across the data center;
- Mentors and guides IT staff and acts as back up in the absence of the IT Manager;
- Provides timely technical support to office staff and field crews as required;
- Maintains a high level of technical and operational knowledge through direct engagement with colleagues and personal development;
- Maintains good records and documentation;
- Organizes and monitors the work of junior IT employees;
- Provides status reports on projects as required;
- Understands, complies with, and promotes all company safety precautions and policies, including reporting hazards and incidents encountered during daily operations;
- Attends and completes training courses and/or company examinations, as required;

- Maintains a high level of technical and operational knowledge through direct engagement with colleagues, supervisors, and personal development;
- Maintains project schedules and design goals; and
- Performs and completes other duties as assigned.

## Qualifications and Experience

- Postsecondary Degree or Diploma in computer science, related field or combined education and experience;
- Relevant experience as a System Administrator, Network Administrator or similar role;
- Proficiency with containerization and orchestration technologies such as Docker and Kubernetes;
- Experience with virtualization platforms such as VMware vSphere and Proxmox VE;
- Knowledge of secrets management solutions such as HashiCorp Vault;
- Familiarity with CI/CD tooling and version control systems;
- Experience with infrastructure-as-code tools such as Terraform/OpenTofu;
- Experience with observability and monitoring tools (Prometheus, Grafana, Loki, Vector);
- Experience with databases such as MySQL, mail transfer agents, Cyrus and Dovecot, and networks (LAN, WAN);
- Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery;
- Knowledge of Active Directory as it applies to SAMBA;
- Ability to create scripts in Python, Perl or other language;
- Familiarity with various operating system: LINUX, Windows, MacOS;
- Solid understanding of networking/distributed computing environment concepts;
- Familiarity with server migration process, security and hardening of servers;
- Ability to produce thorough and effective technical documentation;
- Strong interpersonal, teamwork and communications skills;
- Able to solve problems quickly and automate processes; and
- Ability to establish priorities and multitask in a fast-paced environment.

## Benefits

SGL is committed to promoting employee wellness and successful work-life balance. Employee benefits include (but are not limited to):

- Comprehensive benefits coverage including health, dental, vision, and paramedical;
- Life insurance;
- Employee and family assistance program;
- Paid vacation, personal leave, and medical leave;
- On-site gym; and
- On-site parking.

Interested applicants should forward their resume to [careers@sgl.com](mailto:careers@sgl.com). Please include the *position title in the subject line of your email*.

Sander Geophysics is an equal opportunity employer. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodation, contact Human Resources (at [careers@sgl.com](mailto:careers@sgl.com)) prior to your interview. Please note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.