



SYSTEMS ADMINISTRATOR

Job ID: IT-26-146

Newmarket-Tay Power Distribution Ltd. (NT Power) delivers electricity to almost 50,000 customers within the Town of Newmarket, Town of Midland and Tay Township. Headquartered in Newmarket, Ontario, NT Power has an additional office in Midland, Ontario, approximately one hour north of Newmarket along the shores of Georgian Bay.

We are looking for a hands-on **System Administrator** to help our IT team operate, support, and improve the systems that run our utility – Including both OT and IT support responsibilities

As this is a technical information systems role, the successful candidate will spend much of their time hands-on configuring, integrating, troubleshooting, and supporting systems.

This position will be included in our hybrid work policy allowing for partial remote work. The System Administrator will be required to visit both our Newmarket and Midland offices depending on business needs.

POSITION SUMMARY

Reporting to the Information Technology Manager you will be responsible for the operation, maintenance, support and development of core technology services and infrastructure within the organization. The successful candidate will be responsible for continuous improvement of NT Powers network infrastructure and will be supporting all aspects of our internal IT services.

Although the qualifications below would be nice to have, we believe our greatest asset is our employees, their ability to learn, and their cultural fit to the future direction of this organization. We strive to be an industry leading LDC committed to our customer's changing needs. If you think you would excel in a growing, high paced and independently directed position, this opportunity is ideal for you.

DUITES AND RESPONSIBILITIES

- Responsible for the maintenance, configuration, support, and reliable operations of computers systems, network servers, zero trust and virtualization
- Installation, configuration and ongoing support of routers, switches, and firewalls
- Interact with internal users and business partners to understand and support the information systems needs of NT Power's business operations
- Analyze and document detailed business requirements for system and process changes
- Maintain and resolve issues on LAN/WAN, VoIP telephone, cellular, wireless and other computing equipment
- Provide elevated support and mentoring to our helpdesk making sure all desktop applications, workstations, and related equipment are resolved in a timely manner
- Provide guidance for planning and implementing new infrastructure or championing upgrades of existing IT infrastructure
- Supporting and implementing data loss prevention to secure confidential and proprietary information



QUALIFICATIONS

- Postsecondary university or college education with a degree/diploma in Computer Sciences, Business, Engineering Technology or a related field
- Experience with deployment and support of; IP telephony & voice solutions, virtualization technologies, and Hyper Converged Infrastructure
- Familiarity with NIST, OCSF or other common cyber security frameworks
- Ability to work closely in both a team environment and independently, with changing priorities
- Strong working knowledge of Cisco NX-OS, Palo Alto, FortiGate, Windows Server, Active Directory and Azure AD, Microsoft 365 and other cloud technologies
- Experience with core networking protocols and technologies such as DNS, DHCP, VLAN, VPN, Zero Trust, SSH, and TCP/IP subnetting
- Understanding of both IT/OT infrastructure is an asset
- Industry recognized certification(s) in networking, system administration or solution architecture would be an asset
- Minimum of 5 years of practical and demonstrated relevant experience
- Class “G” driver’s license in good standing

APPLICATION INFORMATION

If you are interested in this position and meet the qualifications, please submit your resume by visiting our Careers page at <https://ntpower.ca/careers>. Please include the position title and the job ID number in the subject line of your e-mail. We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.

APPLICATION DEADLINE FOR THIS POSITION IS APRIL 13, 2026, BY 4 P.M.

Candidates are required to disclose NT Power employees who are immediate family members prior to the interview.

Successful candidates will be required to obtain a criminal and credit verification screening as a condition of employment.

This is an existing position with NT Power. The salary range for this position is \$90,002.08 - \$112,502.61

NT Power is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous Peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our LDC community. Accommodation will be provided in all parts of the hiring process. Applicants need to make their requirements known in advance when applying through <https://ntpower.ca/careers>.