



**Rantec Power Systems
Los Osos, California**

Job Description

Title: Computer Systems Administrator

Date: November 2025

Department: IT

FLSA Status: Exempt

Reports To: Systems Administrator Sr.

Scope

Responsible for design, administration, and planning of IT computer infrastructure across multiple sites to ensure Company information assets are adequately implemented, supported, protected and meet applicable compliance standards.

Essential Duties and Responsibilities

- Perform a wide range of computer and server administration duties including planning, installation, maintenance, upgrades, troubleshooting, and widespread support.
- Administer and support cloud-based solutions such as Office 365.
- Support and design SharePoint file shares and lightweight site design.
- Evaluate, test, and deploy new server hardware and applications.
- Work with enterprise stakeholders to recommend innovative solutions.
- Interface with vendors to procure and maintain IT infrastructure.
- Identify and create information technology policies and procedures.
- Document IT processes and create comprehensive physical and logical data flow diagrams.
- Provide off-hours and weekend support when needed.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Prepare users by designing and conducting training programs.
- Ability to work flexible hours and/or different shifts, if needed.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- BS Degree in Computer Science, Information Technology, Networking or related work experience.
- 5 years of experience in Computer Systems Administration preferred.
- Possess various certifications of the following: CompTIA A+, CompTIA Network+, CompTIA Server+, CCNA and MCSE.
- Knowledge and experience in industry best practices for configuring and monitoring servers, endpoints, IOT devices, and authentication schemes with emphasis on information security and compliance.
- Experience in configuration and administration of firewalls (Palo Alto preferred).
- Strong technical aptitude, complex problem solving, critical thinking, and oral and written communication skills.
- Willingness and ability to learn new skills, share with others, and apply skills as needed.
- Ability to maintain confidentiality with sensitive external and internal information.
- Ability to function successfully in both team and independent work environments.
- Experience working with CMMC compliance controls is highly desirable.
- Follow cyber security advisories and mitigate cyber risks on company systems.

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing and walking
- Consistently lifting and handling up to 10 pounds and periodically lifting up to 25 pounds.
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction, if needed.

Employee signature below constitutes the employees understanding of the requirements, essential functions and duties of the position.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious beliefs.