

# Rose Paving Co.

## Network Administrator Position

### About the Company

Rose Paving Company is a leader in providing complete parking lot management solutions to commercial and industrial properties nationwide. Services include asphalt patching; asphalt reconstruction; asphalt resurfacing; sealcoating; cracksealing; concrete maintenance including installation and repair of concrete curbs, walks, and pads; storm sewer repair and installation; lot marking; and green paving solutions.

Established in 1974, Rose Paving Company is a privately held company that maintains its corporate headquarters in Bridgeview, Illinois, with branch offices in Huntley, IL, Denver, CO, and Atlanta, GA. We are proud to report that because of our expertise, dedicated employees, and loyal customers, Rose Paving has been the recipient of numerous [awards and honors](#). We are considered to be the leaders in our industry and have a staff of over 100 employees. As a company, we continue to make great strides in exceeding industry, customer, and employee expectations.

Rose Paving has maintained a commitment to technology used to improve efficiency and provide better decision making information. This commitment has resulted in an effort to maintain cutting edge technology and provide its employees with the latest training on software and hardware.

### Job Description

**Summary** We are in need of a skilled Network Administrator/Director. The successful candidate will be responsible for maintenance of our IT system, including: Local Area Network system; file and print servers; all internal software tools; internet and email services; reporting and data security, ensuring the reliability and functionality of remote locations and personnel within the corporate office in Bridgeview, IL. Current MCP/MCSA certification preferred.

### Responsibilities

- Budgets/Plans IT infrastructure with CFO
- IT Strategic planning and development
- Configures and maintains local area network infrastructure
- Installs, configures and maintains servers and network operating systems
- Manages network and systems performance and security

- Establishes network administration and operational policies and procedures
- Supports remote access functionality and satellite office support
- Acts as subject matter expert and troubleshoots all internal software tools
- End user training on hardware and software
- Responsible for integration and maintenance of internal software.
- Maintains and assists in the development of company website
- Implements and supports streaming video
- Generates custom reports and data retrieval for core software systems
- Development of Company Intranet
- Stays abreast of latest developments in the IT industry
- Other duties may be assigned on an as-needed basis

### **Requirements**

- Extensive knowledge of network connectivity, PC products and enterprise technology infrastructure
- Maintenance of TCP/IP (IPv4) network infrastructure
- MS Windows XP, Windows 7 and MS Office 2007 administrative and support
- Internet Explorer and Java support ability
- Database Administration experience, Oracle and SQL preferred
- VPN and Intranet development and maintenance experience
- Crystal Reports experience
- Desktop/Laptop support experience
- Disaster Recovery and Business Continuity Experience
- Sonicwall Router and Security Products
- College education, or similar, in information technology

### **Desirable Experience**

- Knowledge of Citrix (Presentation Server)
- Phone/Voicemail Troubleshooting & Administration
- Sage MasterBuilder Construction Accounting Software
- Programming/Development/Report Writing
- Primavera and Construction Manager; construction management software development
- Experience with ODBC database connections
- Crystal Reports
- VPN infrastructure maintenance and support
- Remote Access and data sharing expertise
- Hardware and software management experience

## Salary

Competitive salary commensurate with experience. Includes comprehensive health, dental, vision, life, long term disability, 401k, profit sharing, EAP benefits package

Support for additional certifications and support for maintaining of certifications

**[www.rosepaving.com](http://www.rosepaving.com)**