



Senior Information Systems Administrator

Wolverine Pipe Line Company is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 85 employees in the three states we operate - Michigan, Indiana and Illinois. Wolverine operates 700+ miles of active steel pipeline in three states, connecting Chicago refineries to terminals in Michigan and Northwest Indiana and moving product west to east. We transport over 350,000 barrels or 14.7 million gallons of refined products a day. Wolverine also provides approximately 30% of Michigan's daily refined products supply. We deliver the products that fuel the nation.

Wolverine does not own the product we ship. We are strictly a transport vehicle for our customers, much like UPS or FedEx is for packages. The Federal Government regulates the tariffs Wolverine charges to transport products between origins and destinations.

Why Should You Apply?

- We hire for the long term and we invest in your success
- We offer an outstanding benefits package that includes medical, dental, vision, paid vacation and holidays and 401k with company matching and additional company contribution after 1 year of service
- Great compensation
- Low employee turnover rate

Benefits:

Wolverine offers a competitive Total Rewards Package that consists of:

- Medical/Dental/Vision Insurance
- Life Insurance Plans
- Paid Time Off
- Tuition Assistance
- 401(k)
- Employee Recognition Programs

Summary of duties and responsibilities:

Responsible for the systems administration for the Company, including servers, applications, and databases. This includes implementation, configuration, coordination, control, maintenance, troubleshooting, security and usage monitoring within the Company.

Essential duties and responsibilities: (Not all inclusive)

- Manage end user application support for both client, server and client-server-based software
- Manage VPN access for both clients and S2S connections including MFA
- Manage administration of VMware virtualization environment including HOSTs, SAN, Data domain appliances and virtualization software, backup and replication software, edge routers, switches, firewalls, company phones systems, internet appliances, virus protection software.
- Manage Windows active directory domain, 100-200 users/security/emails groups, group policy, DHCP, DNS, file/share access, etc.
- Manage O365 cloud-based Email and Microsoft Office products including the configuration and administration of SharePoint and Teams
- Manage secure links with public key encryption, anti-virus, user authentication and intrusion detection
- Manage ongoing IT projects and initiatives
- Manage contractors and vendors performing IT tasks
- Maintain contracts for Licensing for Adobe, Barracuda, Cisco, GE (HMI Soft.), Meraki, Microsoft & O365, Paessler PRGT, Schneider (PLC Soft.), Symantec, VEEAM, VMware

- Maintain application security, event investigations and compliance enforcement. Review personnel conduct in relation to data protection
- Maintain current with new Information Technology Security protocols, applicable laws and regulations
- Analyze system vulnerability assessment data, develop methods on countering threats to systems, and implements gap closure plans to mitigate identified threats
- Analyze system performance statistics; perform system modifications and fixes
- Analyze, test and configure vendor hardware and software products based on network infrastructure and system specifications Conducts feasibility studies and develop system, time, equipment and cost requirements
- Support 100+ windows clients and IOS devices
- Conduct ongoing security risk assessments including the monitoring, investigation and reporting of security and access violations
- Develop and document LAN network related policies and procedures including security.
- Install and maintain network servers and operating systems
- Support dedicated HVAC, power/UPS & fire suppression solutions
- Manage SYSLOG software for Router, Circuit, Cellular and Ether Poll equipment monitoring
- Manage field HMI computers and software
- Demonstrate leadership and foster collaborative team approach – interacts well with front line and management providing consultation and expert advice on systems related topics
- Monitors and manages system resources, including CPU usage, disk usage, and response times to maintain operating efficiency
- Regular attendance

Education, prior work experience and specialized skills and knowledge:

- Strong operating system and network knowledge in order to carry out assigned administrative tasks with the need for limited supervision
- Overall system administration responsibility for major platform and operating systems
- Local Area Networks (LANs) and Wide Area Networks (WANs)
- Reporting tools, Excel, Crystal Reports, etc.
- Equivalent to a bachelor's degree from an accredited college or university with major course work in Computer Science, Management Information Systems or a closely related field
- Demonstrated competency in systems documentation

Physical Environment/working conditions:

- Normal office environment
- Occasional travel
- Occasional climbing stairs, standing, walking, kneeling, stooping, and bending
- Frequently reaching for and gripping objects
- Ability to lift up to 40 lbs.
- Frequent sedentary position
- Frequent telephone use and reading
- Frequent use of office equipment

Other:

- Access to proprietary information

It is the policy of Wolverine Pipe Line Company to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements regardless of their race, color, sex, religion, national origin, citizenship status, age, physical or mental disability, veteran or other legally protected status.