Department of Transport

Unix Administrator

Branch:	Enterprise Systems Support
Directorate:	Business Information Systems
Position Number:	00025216
Classification:	Level 6
Physical Location:	Tassels Place, Innaloo
Award/Agreement:	Public Service Award & Public Service and Government Officers CSA General Agreement

Department of Transport's vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

Our Values:

We welcome *Fresh Thinking* and finding better ways of working

We set *Clear Direction* and have the courage to follow through

We work together to deliver *Excellent Service*

We make things happen through our *Great People*

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

Business Information Systems (BIS) is an integral part of DoT's business and a significant partner to DoT's business units.

BIS is responsible for:

- Setting direction on the IT operating model that supports DoT's strategic plan;
- Setting and communicating the vision and strategy for IT;
- Turning strategic plans into operational plans and targets with clearly defined KPIs and measures;
- Information Management services including Objective training, records management, disposal arrangements and incoming mail management;
- Controlling the impact of IT spend;
- Ensuring the IT and security needs are up and running;
- Providing insight to support business decisions;
- Enhancing business processes by being an active business partner;
- Preparing and developing DoT for change;
- Shaping the future of DoT with the right technology.

Overall Purpose of the Role

- Responsible for the installation, configuration, administration and management of the Department's hardware and software infrastructure environments.
- Ensures effective, efficient and secure availability, accessibility and continuity of corporate services.
- Develops and maintains system documentation and ensures its currency.

Work Description

1. Responsible for the installation, configuration, administration and management of the Department's UNIX environment hardware, software and related utilities.
2. Designs and develops automated procedures and scripts to assist with the effective and efficient operations of the Department's Unix systems.
3. Identifies and tunes system parameters to achieve optimum performance and assists in capacity planning.
4. Understands paging and swapping, inter-process communication, devices and what device drivers do, file system concepts (inode, superblock) and uses performance analysis to tune systems. Programs administrative language in (Perl, a shell) to port C programs from one platform to another, and writes small C programs.
5. Undertakes regular reviews of Unix environment and develops input to Disaster Recovery and Business Continuity planning.
6. Installs new users and creates batch administration scripts and runs system backups and disaster recovery operations.
7. Participates in corporate projects and is responsible for providing technical input.
8. Maintains an awareness of trends in technology and in the IT industry particularly to databases.
9. Undertakes additional responsibilities as directed.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.
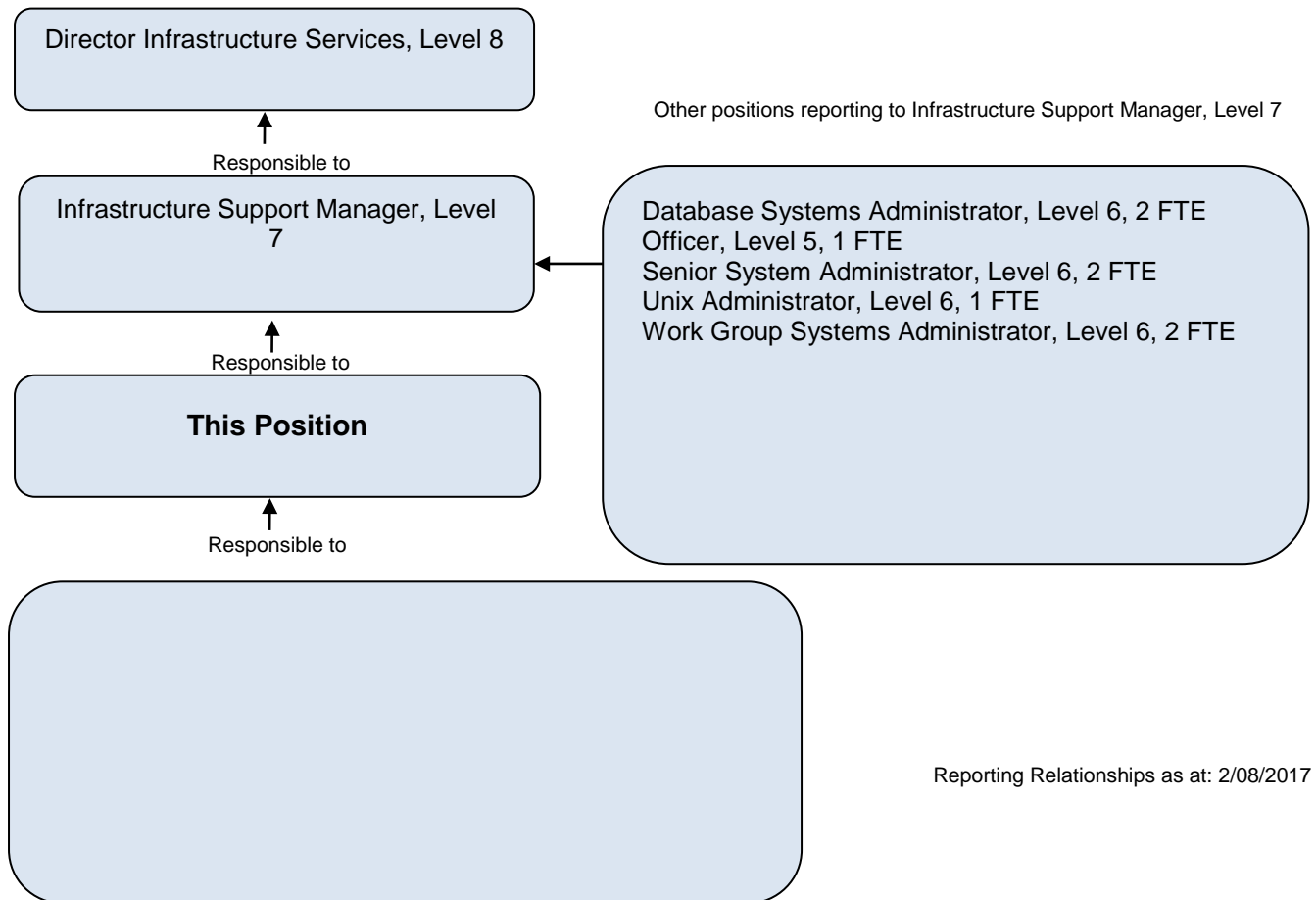
Criteria

ESSENTIAL:

1. Substantial experience in software/hardware maintenance and operational support of Oracle Solaris and Linux based systems with specific experience with Solaris version 10, 11 and LDOMs.
2. Demonstrated experience with installation, configuration, monitoring, and deployment of Linux/Solaris servers and applying packages and security patches on Solaris and Linux environment.
3. Experience in troubleshooting and tuning the Oracle Solaris operating systems, analysing, and resolve problems with Oracle SPARC server hardware setup.
4. Experience in reporting on system availability, performance and security compliance, capacity planning, Symantec NetBackup, unix scripting to support task automation and monitoring activities, performing system wide updates, server installation and general maintenance when required.
5. Well-developed verbal, written and interpersonal communication skills, including the ability to liaise with a range of individuals in a variety of contexts.
6. Well-developed conceptual and analytical skills, including the ability to provide innovative solutions to problems.

DESIRABLE:

Nil

Reporting Relationships

Director Infrastructure Services, Level 8

↑
Responsible to

Infrastructure Support Manager, Level 7

↑
Responsible to

This Position

↑
Responsible to

Other positions reporting to Infrastructure Support Manager, Level 7

Database Systems Administrator, Level 6, 2 FTE
Officer, Level 5, 1 FTE
Senior System Administrator, Level 6, 2 FTE
Unix Administrator, Level 6, 1 FTE
Work Group Systems Administrator, Level 6, 2 FTE

Reporting Relationships as at: 2/08/2017

Allowances/Special Conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Executive Director
People and Organisational Development