



Alaskan Copper & Brass Company  
Personnel Department  
2958 6th Avenue South  
Seattle, WA 98134  
(206) 382-7344  
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**Job Title:** IT Support Specialist  
**Pay Rate:** Negotiable  
**Hours of Work:** TBD – possibly second shift  
**Location:** 27402 72<sup>nd</sup> Ave. South, Kent WA

**Job Summary:**

The IT Support Specialist will be responsible for providing on-site IT maintenance and support for our Kent warehouse, including the implementation of existing backup strategy for our Windows Server 2003/SQL Server-based barcode system hardware and software. In addition, the IT Support Specialist will assist PC and Macintosh users with day-to-day IT issues, such as connectivity to our AIX mainframe, configuring Microsoft Office and email programs, and troubleshooting hardware. Will report to IT Manager.

**Requirements To Be Considered For Position:**

1. Application must be filled out completely by the Applicant.
2. Pass a Pre-employment drug screen.
3. Meet all of the Required Essential Job Skills/Experience.

**Required Essential Job Skills/Experience:**

1. A minimum of two years experience providing network, server and user support in a mid-sized organization. Successful candidate will have a solid background in barcode inventory tracking using Windows Server 2003/ SQL Server. Must be able to configure and maintain TCP/IP, DNS, and DHCP services and routers.
2. Excellent hardware troubleshooting skills.
3. Experience implementing an effective network security strategy.
4. 2/4 year degree in a computing discipline or equivalent experience. Technical training and certifications, especially in SQL Server and Windows Server 2003, may substitute.

**Required Essential Job Duties/Functions:**

IT Support Specialist  
July 8, 2010

1. Provide server support including configuration and maintenance, network management, and network backup.
2. Ensure security, availability and performance of network infrastructure through dedicated maintenance and optimization procedures.
3. Solve end user issues in a timely, efficient and friendly manner. Document the solutions.
4. Train a variety of users in proper procedures. Monitor compliance.

**Desirable Job Skills/Experience**

1. Excellent written and verbal communications skills.
2. Able to prioritize projects and work effectively with little supervision.

**Job Accommodations:**

Considered on an individual basis.

**Physical Requirements:**

1. **This position requires the following in an 8-hour workday:**

<u>Total At One Time (Hours)</u>	<u>Total During Entire 8-Hour Day</u>
Standing: 1 to 1 1/2 hours	2 hours
Walking: 10 minutes	Up to 2 hours
Sitting: 1 hour	4-5 hours

2. **Movement of objects and strength required for this job:**

<u>Lifting:</u>	<u>Carrying:</u>
Up to 5 lbs: FREQUENTLY (34-66%)	FREQUENTLY (34-66%)
6-10 lbs: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
11-20 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
21-25 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
26-50 lbs.: OCCASIONALLY (1-33%)	OCCASIONALLY (1-33%)
51-100 lbs.: NEVER	NEVER

3. **Required repetitive use of hands:**

Simply Grasping: YES  
 Pushing & Pulling: NO  
 Fine Manipulating: YES

4. **Repetitive Actions/Movements Involving the Feet:**

Right Foot: NO  
 Left Foot: NO  
 Both: NO

**5. Worker Positions Required in the Performance of this Job:**

Climbing: OCCASIONALLY ( 1-33%)	Balancing: NEVER
Bending: OCCASIONALLY ( 1-34%)	Stooping: OCCASIONALLY (1-34%)
Kneeling: NEVER	Crouching: OCCASIONALLY (1-34%)
Crawling: NEVER	Reaching: OCCASIONALLY (34-66%)

**6. Sensory Requirements:**

Talking and/or Hearing:	YES
Seeing: Acuity:	
Depth Perception:	YES
Field of Vision:	YES
Accommodation:	YES
Color Vision:	NO

**7. Environmental Conditions That Are Found in the Work Site:**

PHYSICAL SURROUNDINGS:	<input checked="" type="checkbox"/>	Inside (75% of time)
	<input type="checkbox"/>	Outside (75% of time)
	<input type="checkbox"/>	Both (equal amounts)
TEMPERATURE:	<input type="checkbox"/>	Cold (enough to cause bodily discomfort)
	<input type="checkbox"/>	Hot (enough to cause bodily discomfort)
	<input type="checkbox"/>	Variations (sufficient to cause bodily reactions)
WET:	<input type="checkbox"/>	Contact with water and/or other liquids
HUMID:	<input type="checkbox"/>	Moisture content sufficient to cause bodily discomfort
NOISE:	<input type="checkbox"/>	Sufficient to require hearing protection
VIBRATION:	<input type="checkbox"/>	Sufficient to cause repeated motion or continuous shock
HAZARDS:	<input type="checkbox"/>	Risk of bodily injury present
FUMES:	<input type="checkbox"/>	Smoke or vapors resulting from combustion or chemical reaction
ODORS:	<input type="checkbox"/>	Toxic or non-toxic smells
TOXIC CONDITIONS:	<input type="checkbox"/>	Exposure to disabling fumes, dusts, gases, vapors, mists or liquids that may cause bodily harm.

DUST:

— Small particles that may cause occupational disease

POOR VENTILATION:

— Exposure to drafts or insufficient movement of air