

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Senior Systems Administrator

Department:	Corporate Services
Classification:	1 Full-time, Permanent
Affiliation:	CUPE Local 129
Vacancy Reason:	Vacant Existing Position
Shift/Hours:	Monday – Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	\$47.12/hr. to \$52.35/hr.
Work Location:	1616 Bayly Street, Pickering, ON (Hybrid Remote)
Date Posted:	August 21, 2025
Deadline to Apply:	September 8, 2025

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Senior Systems Administrator.

The successful incumbent is responsible for effective provisioning, installation/configuration, operation, and maintenance of the City’s Systems and Networks including hosted third-party systems and related infrastructure. The incumbent ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values. Additional responsibilities include developing and maintaining security controls and providing technical assistance as required and participating in technical research and development.

Primary Responsibilities

- Responsible for the technical design, planning, implementation, and performance tuning and recovery procedures for mission critical enterprise systems. Serves as a technical expert in the area of system administration for complex virtualized operating systems.
- Accountable for ensuring the efficient day-to-day operation and back-ups of all systems including third party hosted systems by monitoring system performance, configuration, maintenance and repair. Ensures that records of system downtime and equipment inventory are properly maintained. Applies revisions to host system firmware and software. Works with vendors to assist support activities.
- Designs, recommends and implements new software and security in accordance with project and operational requirements. Performs updates of existing systems as required.
- Applies operating system (OS) patches and upgrades on a regular basis, and upgrades administrative tools and utilities. Configures / adds new services as necessary.
- Monitors and analyzes system performance, capacity, availability and security in order to prevent security breaches which may result in the release, destruction, or alteration of confidential information to unauthorized persons.
- Provides a high level of customer support and satisfaction throughout the City via the Help Desk and other means.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- University degree/college diploma in Computer Sciences or a related field, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- Industry certifications such as Microsoft 365 Certified: Enterprise Administrator Expert, Microsoft 365 Certified: Endpoint Administrator Associate, Microsoft 365 Certified: Teams Administrator Associate, MCSE, ITIL, VMware, CCNA, or CompTIA Security+ are preferred.
- Additional certifications in Azure Administration or Exchange Online are considered assets.

- Five years of recent systems administration experience, to include three years directly managing and configuring enterprise-wide systems in a Virtualized environment.
- Experience to include:
  - VMware and/or XenServer Hypervisors and Enterprise Visualization
  - Veeam Backup & Replication or equivalent enterprise backup solutions
  - Storage Area Networks (SAN) using Fiber Channel and iSCSI
  - Administration of Microsoft 365 services including Exchange Online, SharePoint Online, Teams, Intune, and Azure
  - Citrix Virtual Apps and Desktops or equivalent virtualization platforms
  - IP networking, switching, routing, SNMP, and systems monitoring
- Experience with handheld device deployment and maintenance experience is an asset.
- Experience supporting Hybrid Meeting Room technology is preferred.

### Knowledge, Skills and Abilities

- Ability to plan, organize and document complex system design activities and to configure systems in accordance with City policies/procedures.
- Excellent communication skills including the ability to clearly communicate technical/complex information both verbally and in writing using lay terminology.
- Demonstrable strong interpersonal, leadership and project management skills.
- Demonstrable ability to establish and maintain cooperation, understanding, trust and credibility, perform multiple tasks concurrently and respond to emergency situations effectively.
- Strong understanding of VMWare Virtualization technology.
- Experience with Citrix technologies including design, implementation and maintenance.
- Strong understanding of SAN Technology using Fiber Channel and iSCSI technologies.
- Strong understanding of Desktop management and support
- Sound knowledge of data continuity concepts and systems including experience with data recovery and restoration.
- Extensive experience with Microsoft Server/Desktop OS, (2022, 2016 servers, Windows 11 and M365), Microsoft 365 (Exchange, SharePoint, Teams, Intune) and Azure administration. Hybrid Azure AD and Hybrid Exchange administration.
- Must be willing to work irregular hours, including evenings and weekends.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must have a personal vehicle for use in the performance of duties and possess a valid Class “G” Ontario Driver’s Licence. Must provide consent to conduct regular driver’s abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

