



## **IT Site Leader**

### **ABOUT US:**

J. Davis Inc. is divided into three divisions: General Contracting, Industrial Service, and Civil/Grading. We service South Carolina, Georgia, and Western North Carolina out of our three South Carolina offices located in Anderson, Westminster, and Charleston. We were voted one of the 20 fastest growing companies in South Carolina in 2016, 2017 & 2020 by SC Biz. We were also voted one of the “Best Places to Work in South Carolina” in 2017.

### **POSITION SCOPE:**

The position will be primarily responsible for, but not limited to, leading the overall IT, software, and related equipment needs of J. Davis Inc.'s three operating divisions and three office locations. The IT Site Leader will be the lead point of contact for troubleshooting companywide IT issues, resolving software and systems issues, and making recommendations on areas of process improvements to executive leadership.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Provide leadership and recommendations for IT buildout of new office locations in Westminster and Charleston and any ongoing IT improvements, including low voltage wiring and wifi design, to the three locations.
- Direct liaison to all companywide IT vendors.
- Learn and support all company-specific software solutions including but not limited to researching, procuring, implementing, and maintaining all companywide software.
- Fully understands the entire process of each division and provides recommendations of the best in class software for companies our size to promote efficiency and innovation.
- Evaluate existing and new company specific software and make recommendations to executive leadership on migration to new software and/or additional modules for existing software.
- Installs, troubleshoots and develops technical solutions for all hardware and software issues related to computer equipment, network configuration and structure, low voltage wiring, wifi design and cloud based services.
- Acts as a technical resource in assisting users to resolve problems with all IT related issues.
- Resolves issues related to operating systems updates, patches, and configuration changes on a regular basis.
- Manages cyber security for all locations and companywide data backups.
- Implements and maintains equipment tracking software for the Equipment Division, including bar coding software for check in / check out and telematics for tracking equipment location and usage.
- Responsible for purchase of all IT related equipment, including network gear, software, computers, phones, iPads, and A/V software.
- Responsible for development of annual companywide IT budget and managing the budget during the course of the year.
- Responsible for annual software and tech reviews with costs savings proposals presented to executive leadership.
- Develops and maintains policies and procedures for the IT department.
- Produces Key Performance Indicators (KPI's) as necessary for tracking IT related performance.

### **SKILLS & ABILITIES:**

- Strong experience in IT systems.
- Must be computer literate with a working knowledge of Microsoft Office 365 applications
- Good communication and organizational skills.

- Proficient at problem solving and forecasting.
- Willingness to learn new software and systems.

**J. DAVIS EMPLOYEE EXPECTATIONS:**

- Maintain company mission and core values
  - Mission
    - “We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God.
  - Core Values
    - R.I.S.E – Respect, Innovation, Safety, Ethics
- Willingness to serve as a coach and mentor to direct reports
- Contributes to a positive company culture
- Self-driven work ethic
- Takes initiative to meet organizational goals
- Participates in company called meetings
- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

**REPORTS TO:**

- Chief Financial Officer

**SUPERVISORY RESPONSIBILITIES:**

- None

**EDUCATION AND WORK EXPERIENCE:**

Combination of education or work experience to ensure the ability to execute the duties and responsibilities set forth above.

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Anderson Office, 109 Nunnally Road, Anderson, SC 29625. Also, interested candidates may submit resumes by email to Stacey Capell, Human Resources Manager, [scapell@jdavisinc.com](mailto:scapell@jdavisinc.com)