

## Job Description

<b>Job Title</b> OT System Administrator	<b>OCC Code/Grade</b> 87/30	<b>SF-Code</b> 0203
<b>Job Title Supervisory Position</b> Head of local SCM / dotted IT/OT Champion BU AO	<b>Org.Unit</b> AO-OP	<b>Written by</b>

Job Requirements		
<b>Formal Education and Training</b> Bachelor Degree in Computer Science, Technology and/or Engineering	<b>Occupational Experience</b> 3-5 years of experience in Production IT relevant fields, developing and conducting IT services and complex operational services. Experience in handling internal and external IT/OT service providers	<b>Additional Knowledge Requirements</b> Excellent command of the English language, interpersonal and social skills, project management skills, OT system administration knowledge (LINUX, REST, SQL, docker, OPCUA), conducting OT services and complex operational services

Figures	
e.g. Budget, Turnover, costs of projects, PVO /	Total number of subordinate employees /

## Major Duties

<p>1. General activities concerning Production IT:</p> <ul style="list-style-type: none"> <li>- Administrating and maintaining AO Production IT systems according the central IT/OT methods and corporate IT/OT standards. Works together with the corporate BAS &amp; OT Application Management as well as the local IT coordinator to perform general AO Production IT operational support. Make use of the IT services concerning hardware and network provided by corporate BAS &amp; OT Application Management as well as the local IT coordinator for Production IT.</li> <li>- Ensures the current, technical and economic status of OT products. Manages the Production IT system-related Service Level Agreements. -</li> <li>- Ensures that the documentation on IT/OT products is up-to-date.</li> <li>- Implements and documents measures from problem, release, service level, availability, capacity and continuity management.</li> <li>- Supports AO Production in processes of incident, request, change via standard tools. Uses IT service management tools (e.g. ServiceNow, CA PPM, etc.).</li> <li>- Derives sustainable measures from incidents which occur through transfer to problem management.</li> <li>- Analyzes disruptions, creates disruption reports, classifies disruptions, provides immediate elimination support, coordinates measures for reinstating normal business operations.</li> <li>- Contributing in planning and designing to develop the AO Production IT environment/architecture with adherence for central IT/OT product portfolio in alignment with the AO IT/OT Champion/AO standardization strategy.</li> <li>- Keeps his/her knowledge up to date by continuous further education regarding general IT/OT development and IT/OT strategies/processes at SCHOTT.</li> <li>- Cooperates with central and internal teams as well as IT/OT external suppliers / service providers.</li> </ul> <p>2. Production IT Expert 2nd level support:</p> <ul style="list-style-type: none"> <li>- Acts as system expert of dedicated AO Production IT systems, supports in implementations, operations, problem solving of production systems and connected systems (e.g. EAIL / MIP / DIL).</li> <li>- Providing 1st level WW-support task for EAIL, MIP and DIL in BU AO world.</li> <li>- Providing 2nd level WW-support task for OT Applications (e.g. mApps on MIPS) in BU AO world.</li> <li>- Business process-oriented monitoring of the quality of IT/OT services plus their cost-optimized operation.</li> <li>- Supports stable services for production in compliance with the agreed service level and continuous service improvement.</li> <li>- Actively acting in projects as AO Production IT expert to ensure the most beneficial solution in an effective way.</li> </ul> <p>3. OT security:</p> <ul style="list-style-type: none"> <li>- Ensures the implementation of the OT Security Guideline within the plant.</li> </ul> <p>Performs other duties as assigned.</p>		
<b>Date / Signature</b>	<b>Supervisor</b>	<b>HR</b>

*The job holder performs the assigned duties in adherence to the laws, regulations and conditions applicable in the company.  
When in a supervisory role, the job holder has a special responsibility and obligation to his/her employees.*

**Internal**