



# Job Description

| Position Identification       |   | moveUP<br>MOVEMENT OF UNITED PROFESSIONALS |               |  |  |
|-------------------------------|---|--|---------------|--|--|
| <b>Position Title</b>         | Senior Technical Database Administrator |  |               |  |  |
| <b>Position Replaces</b>      | Application and Database Administrator  |  |               |  |  |
| <b>Position Level</b>         | Employee                                | <b>Position Code</b>                       | 1135          |  |  |
| <b>Pay Group</b>              | Group 12                                | <b>Revision Date</b>                       | Feb-26        |  |  |
| <b>Supervisor Title</b>       | Manager, Enterprise Business Systems    | <b>Sup. Position Code</b>                  | 1242          |  |  |
| <b>Additional Requirement</b> | CRC                                     | N/A  |               |  |  |
| <b>Division</b>               | Information Technology                  | <b>Flexible Work Arrangement</b>           | Flexible Work |  |  |

## Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

**Our Mission:** Delivering transportation services you can rely on

## Department Summary

The Enterprise Business Systems department consist of two specialized teams: the Enterprise Applications team and Enterprise Resource Planning (ERP) team. Together, these teams manage and maintain enterprise technology platforms and software applications that support key business functions across the organization. Responsibilities include implementing, integrating, and supporting systems like ERP, HRIS, and other mission critical applications. The department ensures system stability, data integrity, and user proficiency through customization, maintenance, training, and robust security measures. It plays a strategic role in driving digital transformation, optimizing processes, and enabling data-informed decision-making.

## Job Overview

Reporting to the Manager, Enterprise Business Systems, the Senior Technical Database Administrator ensures the reliability, performance and security of BC Transit's application and databases environments. The role designs, maintains, and optimizes databases and supporting infrastructure; administers core application platforms (e.g., Oracle WebLogic, Linux); and provides technical expertise for enterprise systems including ERP (JD Edwards), HRIS and integrated business systems.

As a technical subject matter expert (SME), the position contributes to solution design and delivery across projects and operational initiatives. The role collaborates with Application, Functional and System Analysts and other key stakeholders to maintain stable operations, support modernization, and advance continuous improvement.

## Key Accountabilities and Expectations

| Key Accountability                         | Expectation  |
|--|--|
| <b>Database Management</b>                 | <ul style="list-style-type: none"> <li>Design, configure, and maintain development, test, and production databases (e.g., Oracle, Microsoft SQL server) to ensure high availability and performance</li> <li>Ensure compliance with database, operating systems and application licensing agreements</li> <li>Administer and maintain Oracle WebLogic to support JD Edwards and other core enterprise systems</li> <li>Administer and secure Linux operating systems; ensure systems are optimized and updated with required security updates</li> <li>Provide technical support, access control, and guidance for database structures, objects and tools</li> <li>Liaise with vendors for upgrades, fixes, and technical troubleshooting</li> </ul> |
| <b>Design and Planning</b>                 | <ul style="list-style-type: none"> <li>Design, create, and maintain database objects (tables, views, indexes, sequences) to ensure structural integrity and performance</li> <li>Implement and support enterprise applications, including ERP, HRIS, and other key business systems</li> <li>Plan and implement backup and recovery procedures to safeguard corporate data</li> <li>Enforce IT security policies across database and application environments</li> <li>Develop and test business continuity and disaster recovery processes for critical systems.</li> <li>Participate in enterprise and departmental projects as a technical SME, providing input, and implementation support</li> </ul>  |
| <b>Security, Upgrades and Optimization</b> | <ul style="list-style-type: none"> <li>Apply system and database security patches and participate in proactive system-hardening activities</li> <li>Research, evaluate, and test new versions of databases; plan and implement upgrades to ensure performance, compatibility, and supportability</li> <li>Manage upgrades, patches, and change control for operating systems, databases, and application</li> <li>Collaborate across IT department to maintain a secure and compliant environment</li> <li>Research, evaluate, and recommend new software products, releases, and technologies that support operational improvement</li> </ul>   |

|                                   |  |
|-----------------------------------|--|
| <b>Documentation and Training</b> | <ul style="list-style-type: none"> <li>Develop, review, and maintain documentation, configuration standards, and support procedures for use across the ERP team</li> <li>Identify system-wide training needs; lead knowledge-sharing initiatives and contribute to training strategy and materials</li> <li>Provide knowledge transfer to strengthen team capability and ensure consistency in ERP practices</li> <li>Develop and maintain standards, templates, and best practices to support consistent technical execution</li> </ul> |
| <b>Additional Duties</b>          | <ul style="list-style-type: none"> <li>Maintain awareness of ERP features and industry best practices relevant to assigned systems and modules</li> <li>Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>   |

| <b>Summary of Qualifications and Job Specific Competencies</b> |  |
|--|--|
| <b>Education</b>   | <ul style="list-style-type: none"> <li>Post secondary degree in Computer Science, or a related discipline</li> <li>Project Management designation is an asset</li> </ul>   |
| <b>Experience</b>  | <ul style="list-style-type: none"> <li>Five (5) years of experience building maintaining Linux servers, Oracle databases, Microsoft SQL Databases, and WebLogic environments</li> <li>Five (5) years of progressive experience in database administration and information technology environments.</li> <li>Proven expertise in database design, implementation, performance tuning, and troubleshooting</li> <li>An equivalent combination of education and experience may be considered</li> </ul>   |
| <b>Key job-specific competencies</b>                           | <ul style="list-style-type: none"> <li>Expert knowledge of Oracle Database (12c, 19c, 23ai) and associated security frameworks</li> <li>Proficiency with RMAN backups and disaster recovery planning.</li> <li>Deep understanding of Oracle WebLogic Servers, Oracle REST Data Services (ORDS), and RDBMS fundamentals.</li> <li>Advanced Linux administration and shell scripting skills</li> <li>Expert knowledge of SQL database and SQL servers</li> <li>Familiar with Active Directory integration, and enterprise authentication systems</li> <li>Strong documentation, communication, and problem-solving skills</li> </ul> |