1. Checking Emails.
2. Checking alerts.
3. Checking JIRA/ Any ticketing tool for pending / scheduled tasks.
4. Clear Notifications of alerting system.
5. Ensure if any new server is created and monitoring has been setup on that.
6. Verify if all the service running on that server are covered under monitoring system.
7. Check and automate if any server is running out of disk.
8. Taking backup of instance and restoring if required.
9. Taking backup of prod DB and providing that DB to developers on staging/ Testing Environment for testing of any issue.
10. Automation setup for daily tasks like (DB/Instance/ Logs/Config-Files) backup.
11. In case of new project setting up new Jenkins Job.(Free style/ Pipeline)
12. Making config changes on servers using (Ansible / Chef/ Puppet)
13. Writing playbooks for automation daily tasks.
14. Deploying code on Development and Production servers.
15. Insuring that Post deployment sanity of code is done and proper sing-offs are given.
16. Seeking for approvals from (Business/ QA/UAT and Security sign-offs).
17. Providing assistance during Audits.
18. Ensuring that access on servers are given to required users only that’s too after proper approvals.