

JOB DESCRIPTION

Position Title: **COMPUTER MAINTENANCE TECHNICIAN**

Responsible To: District Technology Coordinator

Basic Function: Perform a variety of skilled and technical duties related to the installation, repair, alternation and maintenance of computers, printers, and peripherals.

Performance Responsibilities:

1. Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of computers, printers, and other peripheral equipment.
2. Maintain cable location diagrams for school area networks.
3. Install computer hardware systems and software, including upgrades and enhancements.
4. Perform preventative maintenance on computer equipment.
5. Install network interface cards and cables to connect workstations to the local area networks; determine appropriate location for installation; test equipment for proper operation.
6. Move equipment to new locations as requested; re-route and install cables for new location; test system to assure proper operation.
7. Perform component level equipment repair; remove defective components and replace and initiate test procedures according to established procedures; locate and request replacement components.
8. Uses diagnostic software to isolate computer programs.
9. Provide assistance, information and technical expertise to faculty, administrators, and students regarding the safe and proper operation, care and maintenance of computer equipment.
10. Maintain records of computer and network repairs.
11. Perform related duties as assigned by District Technology Coordinator.

Knowledge of:

- Computerized and electronic equipment including computers, peripherals, and other data communication equipment.
- Methods, equipment and tools used in the skilled repair and servicing of computer equipment.
- Safety practices and precautions used in working with computer equipment.
- Operation of a variety of testing equipment.
- Basic DOS, Mac OS, and Windows commands.
- Technical aspects of the computer field.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

Ability to:

- Perform a variety of skilled and technical duties as related to the installation, repair alteration and maintenance of computers and peripherals.
- Install computers and related equipment at District sites.
- Read, interpret and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.
- Plan and lay out installation and repair work.
- Maintain records related to work performed.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Lift heavy objects.
- Work with District Technology Coordinator.
- Provide assistance, information and technical expertise to faculty, administrators, and students regarding safe and proper operation, care and maintenance of computerized equipment.
- Maintain records of computer and network repairs, materials used, moving and installation activities and work orders; maintain records of maintenance supplies used.

Minimum Qualifications:

- Any combination equivalent to: One year college-level course work and/or computer science and/or one year technical school work in computers and one year experience troubleshooting, repairing and servicing computers and related equipment.

Terms of Employment:

Two hundred twenty-five (225) days at seven (7) hours/day.
Classified Salary Scale as established by the Board.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy for classified personnel.

Approved by Franklin County Board of Education

Date: 08/02/99

Reviewed and agreed to by: _____

Date: _____