

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### COMPUTER SYSTEMS REPAIR AND MAINTENANCE TECHNICIAN

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Successful completion of a degree or certificate program of studies from a vocational or technical institute or other educational institution in an area of computer electronics or data processing with particular emphasis on computer repair and maintenance.
- (3) Minimum of two (2) years successful experience in the operation, repair and maintenance of microcomputers, mid-range computers and computer peripheral equipment.
- (4) Training and / or experience in network cabling and hardware installation.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable in the use of test equipment, tools and new technical developments needed to maintain and service all communication and computer-related equipment. Possess basic computer literacy skills. Possess technology skills in cabling, mother boards, system boards, and the like. Ability to communicate orally and in writing.

#### REPORTS TO:

Deputy Superintendent

#### JOB GOAL

To provide the expertise necessary for the installation, repair and maintenance of the District's mid-range computer system, personal computers and peripheral hardware as required.

#### SUPERVISES:

N/A

#### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

#### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 04**

**COMPUTER SYSTEMS REPAIR AND MAINTENANCE TECHNICIAN (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Diagnose computer hardware problems and perform repairs as needed.
- \* (2) Provide assistance and guidance as needed to other personnel as it relates to the use and care of computers and peripheral equipment.
- \* (3) Perform preventive maintenance services on computer hardware as needed.
- \* (4) Prepare all materials and supplies needed for the maintenance and repair of equipment.
- \* (5) Assist with the maintenance of computer network cabling systems as needed.
- \* (6) Diagnose electronic communication problems and perform repairs as needed.
- \* (7) Process District-wide requests for microcomputer and associated peripheral repairs.
- \* (8) Provide assistance to all school and department personnel in proper use and self-maintenance of equipment.
- \* (9) Handle all requests for terminal relocation.
- \* (10) Process all requests for cabling, including requests for additional drops, retrofitting old buildings and new construction.

**Employee Qualities / Responsibilities**

- \* (11) Provide for positive communication among staff and vendors alike.
- \* (12) Model and maintain high ethical standards.
- \* (13) Attend vendor education classes to remain current on equipment repair and wiring techniques.

**System Support**

- \* (14) Keep abreast of new technologies and brief appropriate personnel on their appropriateness to the District.
- \* (15) Ensure that School Board policies and government regulations are being consistently applied to area of responsibility.
- \* (16) Prepare all required reports and maintain all appropriate records.
- (17) Perform other duties as assigned.

\*Essential Performance Responsibilities