



## COMPUTER TECHNICIAN

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### Position Summary

Maintains and repairs District computer, audio-visual, video, communications and clock systems.

### Distinguishing characteristics

Distinguished by the requirement for experience repairing and maintaining Apple and PC desktop and laptop computers.

### Supervisory Relationship

This position reports to the Technology Support Specialist Supervisor. Provides technical guidance to other District staff.

### Essential Functions

1. Set-up and install computer hardware and software including disk, tape, printers, modems, and related peripherals.
2. Perform maintenance and repairs on computer hardware including backup, recovery and equipment cleaning.
3. Respond to and resolve difficult inquiries.
4. Monitor operational performance and troubleshoot system problems. Isolate the cause of system failures.
5. Receive and log equipment sent to shop for repair. Operate test equipment to diagnose malfunction; consider repair and replacement costs and determine if item should be repaired or discarded.
6. Test, diagnose and repair electronic equipment such as computers, projectors, intercom and public address systems, audio-visual systems, scoreboards, and clock systems.
7. Perform preventive maintenance, cleaning, and lubrication of electronics equipment.
8. Perform installations of public address, television cable, or other systems. Determine layout; diagram branches, connectors and splitters. Route wire and install fixtures. Expand or adjust circuitry or wiring as necessary.
9. Participates in the development of processes to track assets, manage and coordinate inventory, and/or performs other related activities. Works closely with vendor companies and other colleges and universities. Maintains vendor partnerships.
10. Participates in District-wide strategic and tactical planning to coordinate the delivery of products and services. Evaluates technology, sets standards, and makes appropriate recommendations for purchase and implementation.
11. Recommend equipment purchases; test newly acquired equipment for functioning ability.
12. Request service literature and parts; maintain service records and parts inventory.
13. Transport and assist in the set-up of AV/PA equipment for school/department presentations. May be required to instruct users in equipment operation and maintenance.
14. Assist in diagnosing and correcting equipment malfunctions by telephone based on information from user.

15. Keep current on technological and industrial advances through reading and educational seminars.
16. Maintains regular and prompt attendance.
17. Performs other related duties as assigned.

**Required Knowledge, Skills and Abilities**

1. Comprehensive knowledge of the function and repair of computer equipment and various categories of consumer electronic equipment.
2. An understanding of computer operating systems and experience in imaging and updating these systems.
3. Ability to repair electronic devices to component level.
4. Ability to read technical repair manuals.
5. Ability to operate diagnostic equipment such as an oscilloscope, volt ohm meter, audio generator, signal tracer, impedance meter, and crosshatch generator.
6. Ability to prioritize assignments based on the nature and severity of problem, ability to work under pressure of time constraints.

**Minimum Qualifications**

Two years practical experience in the repair of electronic equipment.

**Work Environment**

Work is performed in a workshop facility or in District buildings. Assignments may require lifting of heavy objects or working at heights, outdoors, or awkward or tiring positions. Incumbents may be exposed to risk of electric shock, hazards from radiation, or toxic chemicals.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA Classified
<b>Pay Grade</b>	Grade 14 12-month
<b>Approved by</b>	Cydney Vander, Human Resources Director
<b>Last revised</b>	June 16, 2016