

Union Public Schools Job Description

Position Title: Senior Computer Repair Technician
Department: Information Technology
Reports To: Executive Director of Technology

FLSA Designation: Exempt

SUMMARY: Configures, installs and maintains personal computer hardware, software and peripherals. Diagnoses and solves hardware and software problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Configures and installs personal computer hardware, software and peripherals.
- Performs preventative maintenance and installs hardware, software and peripheral upgrades.
- Diagnoses and resolves hardware, software, and peripheral problems.
- Provides user support and training in the operation and maintenance of hardware, software and peripherals.
- Maintains repair records.
- Travels to sites within District as needed.
- Assists users in ordering supplies and parts needed for the repair of computer hardware and peripherals.
- Works with various software applications, entering and retrieving data as needed.
- Work well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Associate's degree in computer science or related area plus two years of work experience with repairing IBM and Apple computers. Additional work experience may be substituted on a year-for-year basis for the formal education requirement.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Thorough knowledge of and ability to operate personal computers. Thorough knowledge of DOS, System 7.5, Windows 3.1, NT and 95, Microsoft Office. Working knowledge of e-mail, the Internet, network management, security and backup utilities. Use of arms and hands for finger dexterity for operating computer equipment and peripherals. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, reach with hands and arms and talk or hear. This job requires the use of hands and fingers to handle or feel objects, tools, or controls. Hand and finger dexterity for operating computer equipment and peripherals is required. The employee is occasionally required to lift and/or move up to 50 pounds, such as printers, amplifiers, TV sets. Specific vision abilities required by this job included close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to withstand long term use of Video Display Terminals is required. The employee is regularly required to meet deadlines with severe time constraints.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.