



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Computer Repair Technician

JOB DESCRIPTION

ESSENTIAL FUNCTION

To install, repair, maintain, and evaluate performance status of computers and computer assisted technology at the school site in order to have functional and workable technology.

DIRECTLY RESPONSIBLE TO

Manager of Instructional Technology
& Media Services

IMMEDIATE SUBORDINATES

None

DUTIES AND RESPONSIBILITIES

- Install, repair, make adjustments and provide preventive maintenance and servicing for computers and network equipment, including computer systems and peripheral equipment.
- Perform installation, repair and maintenance of electronic equipment in the Instructional Media Center and/or school site.
- Install, configure, support and assist in the use of various computer software applications.
- Maintain an adequate inventory of replacement parts available for immediate equipment servicing and update computer maintenance technical manuals.
- Operate a variety of hand and power tools and specialized equipment.
- Maintain a log of equipment malfunctions as reported by the schools; maintain a variety of records and reports.
- Make recommendations for the replacement of computers, peripheral and network equipment.
- Set up and test audio-visual equipment for school and District operations.
- Maintain hardware and software inventory for all district computer equipment.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Care and maintenance of computers and computer software
- Familiar with Macintosh and Windows Environments
- Proper methods, materials, tools and equipment used in the installation and repair of computer and audio-visual equipment
- Legal mandates, policies, regulation, guidelines and procedures pertaining to the operation, repair and maintenance of technology equipment
- Safe working methods and procedures
- Basic record-keeping techniques
- Oral and written communication skills
- Technical aspects of field of specialty

Ability to:

- Install, repair, maintain evaluate audio-visual, computer and computer peripheral equipment.

- Plan and lay out work assignments.
- Maintain preventive maintenance and repair records.
- Prepare clear and concise reports, related to computer repair
- Perform skilled tasks utilizing special electronic equipment.
- Understand and carry out oral and written directions.
- Work well under pressure, meeting multiple deadlines
- Demonstrate cooperative behavior with supervisors, and colleagues, and subordinates
- Establish and maintain cooperative working relationships.
- Operate specialize tools and audio-visual equipment
- Exchange information.

Education and Experience:

- High School Graduate
- Any combination equivalent to:
 - Two years college level course work in computer or repair
 - Two years experience in the installation, operation, maintenance and repair of computer equipment
- Competent in computer use or computer maintenance skills
- Knowledge of PC/Windows operating systems and repair
- Experience with Apple/Macintosh computers and operating systems
- Apple Repair Certification or willingness to obtain certification (within 9 months of employment)
- Valid California driver's license.

Physical Abilities:

- Sufficient vision to read printed material, see objects with clarity and work at a computer monitor.
- Dexterity of fingers to operate keyboard grasp and manipulate objects and operate technology equipment.
- Hearing and speaking to exchange information relating to computer assignments and computer repair.
- Reach overhead and above shoulders horizontally.
- Carry, push and pull objects.
- Climb Ladders.
- Bending and twisting at the waist, kneeling, standing and sitting for extended periods of time. Ability to lift 50 pounds, and occasionally items up to 100 pounds.
- Be mobile in order to move around to different school sites with computer equipment.

WORKING ENVIRONMENT

School Environment, Indoor and outdoor work setting, subject to dust from cleaning machines, working around potentially hazardous electrical equipment.

SALARY AND WORK INFORMATION

Classified Salary Schedule: Computer Repair Technician

Work Year: 261 Days, twelve (12) month work year.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.