

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Computer Technician

Wage/hour status: Nonexempt

Reports to: Technology Director

Clerical/Tech Pay Grade: 6 (226 Days)

Dept./School: Technology

Date Revised: 08/28/2020

Primary Purpose:

Perform on-site technical work to install and maintain computer equipment and network and software applications throughout the district. Respond to work order requests by diagnosing and repairing network and computer hardware.

Qualifications:

Education/Certification:

Associates Degree in Computer related field
A+ Certification preferred

Special Knowledge/Skills:

Knowledge of computer workstation setup (*identify requirement-i.e., Windows Platform*)
Knowledge of computer hardware and software applications
Ability to install, maintain, and repair computers and peripherals, including printers, modems, scanners
Ability to install and maintain network cables and hardware
Ability to diagnose problems and perform repairs

Experience:

One year experience installing, maintaining, and repairing computers and peripherals

Major Responsibilities and Duties:

Installation

1. Install and upgrade computers and peripherals throughout the district.
2. Install network cabling and network peripherals throughout the district.
3. Relocate computer hardware, peripherals, and equipment as needed.
4. Install and configure software as needed.
5. Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.

Equipment Repair and Maintenance

6. Diagnose and repair equipment, including printers, terminals, and personal computers.
7. Service equipment according to established preventive maintenance schedule.
8. Maintain accurate updated records of preventive maintenance
9. Maintain accurate records of time and materials required to perform repairs and service.

Safety

10. Operate tools and equipment according to prescribed safety procedures.
11. Follow established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.
12. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately.

Other

13. Compile, maintain, and file all physical and computerized reports, records, and other documents.
14. Provide assistance to end users to identify and correct equipment and software related problems.
15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
16. Serve as liaison to software and hardware vendors to maintain appropriate product support.
17. Follow district safety protocols and emergency procedures.
18. Has regular in person attendance and complies with notification procedures for absences.
19. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Hand tools and test instruments for electronic repairs and cable installations. Personal computers and peripherals, including modems and printers.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Climbing, stooping, bending, and kneeling; frequent use of small hand tools and electronic test equipment; frequent district-wide travel. Occasional prolonged and irregular hours. May be required to be on-call 24 hours a day.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.