



Coord 6 / Tech Repair

Purpose Statement

The job of Coord 6 / Tech Repair is done for the purpose/s of maintaining computers in a safe and functional operating condition in compliance with vendor guidelines; resolving immediate operational and/or safety concerns; and providing in-service training and documentation on applications and hardware.

This job reports to District Coordinator Technology Help Desk

Essential Functions

- Assesses malfunctions of computer hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and network operations.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Installs computer hardware, peripherals, and network equipment and application software for the purpose of maintaining safe and effective district and site operation including classrooms, library and computer labs.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of written materials (e.g. work order reports, inventory control, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Procures equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Repairs computers, peripherals, network equipment and software, requiring specialized computer and electronics repair skills for the purpose of maintaining computer and network equipment in a safe and functional operating condition.
- Requests quotations for the purpose of providing cost information, purchasing and securing items.
- Transports a variety of items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site or to bring equipment in for repairs.
- Upgrades computers, peripherals, network equipment and software applications (e.g. installation, testing, configuring, etc.) for the purpose of meeting the computer processing needs of the users.
- Warehouses computer parts, supplies and materials for the purpose of establishing an inventory of items commonly required to repair computer hardware.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of electronics; photoelectric process; current generation operating systems and network protocols.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying mechanical aptitude; adapting to changing work priorities; establishing effective working relationships; communicating with diverse groups; being attentive to detail; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 6