

**Job Title:** Computer Technician II

**Exemption Status/Test:** Nonexempt

**Reports to:** Chief Technology Officer / Director

**Date Revised:** May 2021

**Dept./School:** Information Technology

---

## Primary Purpose:

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

## Qualifications:

### Education/Certification:

High school diploma or GED  
Clear and valid driver's license

### Special Knowledge/Skills:

Knowledge of computer workstation setup  
Knowledge of computer hardware and software applications  
Ability to install, maintain, and repair computers and peripherals  
Ability to work with multiple operating systems and network protocols  
Ability to install and maintain network cables and hardware  
Ability to diagnose problems and perform repairs  
Ability to schedule and manage projects

### Experience:

3 years of work experience installing, maintaining, and repairing computers and peripherals

## Major Responsibilities and Duties:

### Technical Support

1. Install, configure, maintain, and upgrade computers and peripherals, network cabling, and network peripherals throughout the district. Relocate computer hardware, peripherals, and equipment as needed.
2. Provide technical assistance to users of computers, instructional equipment, and software.
3. Install and configure application and operating system software and upgrades.
4. Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.
5. Assist with the installation, maintenance, troubleshooting, and repair of network equipment.
6. Assist with the organization and distribution of technology-based material for classroom use.

### Equipment Repair and Maintenance

7. Diagnose and repair network connectivity and hardware issues, including printers, terminals, and personal computers.
8. Remove old equipment and perform data migration to new machines.
9. Service equipment according to established preventive maintenance schedule. Maintain accurate updated records of preventive maintenance.
10. Maintain accurate records of time and materials required to perform repairs and service.

### Inventory

11. Maintain accurate inventory of hardware, software, and other equipment and material at assigned site(s).
12. Identify, request, and control the inventory of repair parts.

### Other

13. Compile, maintain, and file all physical and computerized reports, records, and other documents.
14. Comply with policies established by federal and state law, State Board of Educator Certification rule, and local board policy. Comply with all district and campus routines and regulations.
15. Respond to after-hours emergencies as needed.
16. Install and maintain software and hardware outside of normal work hours as needed.

### Supervisory Responsibilities:

None.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals; small truck or van

**Posture:** Prolonged sitting and standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

**Lifting:** Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Exposure to electrical hazards; occasional prolonged and irregular hours; frequent district wide travel; May be required to be on-call 24 hours a day.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_