



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue – Hemet, CA 92545 - (951) 765-5100

## **COMPUTER TECHNICIAN**

### **JOB SUMMARY**

Under general supervision of the Director of Information Technology; provide technology related support for all sites and programs; perform skilled work with the installation, repair and maintenance of a variety of computer equipment and peripherals; troubleshoot and perform timely repair of computer systems; assist users in resolving technical problems; and perform essential job duties and responsibilities and other related work as may be required.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Install new and re-assigned computer hardware and software;
- Diagnose, repair and provide preventive maintenance for a variety of computers and peripheral equipment;
- Test new and existing computer equipment;
- Order and store replacement parts and maintain tools;
- Use a variety of electronic test instruments in diagnosing problems;
- Test equipment and supplies used in servicing and repairing computers and peripheral devices;
- Construct or adopt test equipment; install and maintain interfaces and wiring between computers and accessories;
- Assist staff in evaluation and developing specifications of computer hardware and software;
- Serve as a resource to administrators, teachers and staff;
- Train staff in computer repair and maintenance procedures and techniques;
- Perform other related work as may be required.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Various types of electronic test equipment, materials and tools used in computer repair work;
- Basic electrical and electronic theory;
- Personal computer operating systems from Windows XP, 7 and 8 Pro; MacOS, IOS, Android and Chrome OS
- Common personal computer business and utility software;
- Novell eDirectory, Novell Groupwise and Novell related software tools;
- Enterprise Imaging and AntiVirus software;
- Networking Data Cabling Theory;
- General public relations.

#### **Ability to:**

- Efficiently maintain and repair computer equipment and systems
- Test new and existing computer equipment;
- Learn and utilize new and current technologies;
- Communicate clearly, both orally and in writing;
- Follow work and safety procedures;
- Work from site diagrams, plans and specifications;
- Organize and follow work schedules;
- Understand and carry out oral and written directions;
- Perform duties quickly and accurately;
- Work effectively despite frequent interruptions;
- Establish and maintain an effective working relationship with those contacted in the course of work.

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**COMPUTER TECHNICIAN**

(Continued)

**EMPLOYMENT STANDARDS** (Continued)

**EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

**Experience:** Two (2) or more years of general computer maintenance, installation and repair work experience required. Novell or Microsoft certification preferred, but not required. An Associate degree or Certificate of Completion from an approved trade school in computer repair or closely related fields may substitute for one year of the required experience.

**REQUIRED LICENSES AND/OR CERTIFICATES**

If driving a vehicle is required in the course of work, operator must a valid California Driver's License and maintain possession of such license during the course of employment, have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

**Physical Demands:** Heavy work involving lifting, carrying, pushing and/or pulling of objects weighing up to 100 pounds with frequent lifting and/or carrying objects weighing up to 50 pounds. Ability to carry on normal speech and hearing activities; physical dexterity in limbs and digits to operate hand and power driven tools and equipment commonly used in the electronics field; ability to bend, stoop, grasp and reach.

**Working Conditions:** School, office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

**EMPLOYMENT STATUS**

Classified Bargaining Unit Position

Range 39

April 2015