

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Computer Repair Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	046 OSS
REVISED:	September 23, 2002		

BASIC FUNCTION:

Repair and perform preventive maintenance on computers, printers, and related equipment, point of sale equipment, and monitors throughout the district.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Repair and carry out a program of preventive maintenance for office and classroom computers and related equipment and point of sale equipment. **E**

Make scheduled and emergency calls and maintain appropriate records. **E**

Transfer equipment to and from the shop for cleaning, oiling, adjusting, overhauling, or checking for proper operation. **E**

Install computer hardware and software. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to vocational or technical training and two years of recent, full-time, paid experience in the repair of computers and related equipment.

LICENSES AND OTHER REQUIREMENTS:

A+ Certification.

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State-of-the-art installation, testing, and repair procedures for computers, printers, monitors, and related equipment (PC and Macintosh).

Reading and writing English communication skills.

ABILITY TO:

Use standard and special machines, tools, and equipment common to the trade.

Communicate effectively and maintain cooperative relationships.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting; driving a vehicle to conduct business.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lifting heavy objects.

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