

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Lead Computer Repair Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Information Technology	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	050 OSS
<b>ISSUED:</b>	February 19, 2003		

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**BASIC FUNCTION:**

Lead and work with assigned journey-level computer repair technicians in maintaining and repairing computers, printers, monitors, and related equipment 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**

Lead, plan, assign, and participate in the work of computer repair technicians which includes maintaining and repairing computers, printers, monitors, and related equipment. **E**

Schedule and prioritize emergency, urgent, and routine repair work and preventive maintenance;

Provide technical expertise and perform the more technically difficult work. **E**

Assist with the coordination of projects with other department and district staff. **E**

Contact manufacturers and vendors regarding equipment and parts. **E**

Assist in the development and implementation of procedures and work practices for identifying, reporting, repairing, and inspecting computer equipment for repair needs and/or deficiencies. **E**

Assist in the development of program budgets.

Maintain a variety of records on labor, tools, materials, equipment, and rolling stock. **E**

Implement and enforce safety regulations and practices; conduct safety and training meetings. **E**

Attend training seminars and courses to remain current in leadership skills and latest techniques and technology of the computer/maintenance industry. **E**

Drive a vehicle. **E**

Implement policies and procedures for the department and assigned program.

Review and resolve issues related to the assigned program. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to completion of a recognized training program in the repair of computers and related equipment and three years of recent, full-time, paid journey-level computer repair experience.

**LICENSES AND OTHER REQUIREMENTS:**

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

Personality and character suitable for working in schools.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Materials, parts, tools, and methods used in installation, testing, and repair of computers and related equipment.

Safety methods and practices.

Oral and written communication skills.

**ABILITY TO:**

Plan, schedule, and lead the work of assigned staff.

Analyze and diagnose hardware and software problems.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**PHYSICAL REQUIREMENTS:**

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

**Note:** Incumbents in this job class may be required to have available and operate a vehicle capable of hauling heavy and/or bulky materials as defined in Administrative Procedure 2510. (Transportation expense and vehicle allowance provided.)

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