

**School District of Santa Rosa County
Job Description**

Computer Repair Technician I

Reports to: Computer Support Supervisor	FLSA Status: Non-Exempt
Department: Technical Support Annex	Prepared by: Human Resources
Date: May 22, 2014	Job Code: 11040
Position #: 44215	Range: 15

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Troubleshoots and repairs problems with electrical circuits, communications circuits, modems, PC computer hardware and Windows based computer software;
- Troubleshoots and repairs of problems with IBM Micro Channel computers;
- Works at remote sites without needing direct supervision. Some technical support may be required;
- Troubleshoots and repairs of Local area Networks using Ethernet Communications;
- Assists others in determining which parts should be carried to support the various computer equipment;
- Assists with identifying vendors and ordering appropriate parts needed to support the computer equipment;
- Provides operational support for adopted client software applications;
- Works after hours and on weekends when necessary and/or required;
- Performs related duties as required or assigned.

Supervision Received:

Computer Support Supervisor

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- One year of college level or
- One year combined experience in the repair of computer equipment, installation of computers or networks or micro networking support.
- Valid Florida driver's license.

Preferred:

Recognize problem symptoms and determine appropriate actions. Operate the following test and repair equipment: Multimeter, Network cable tester, Microscope Post Probe, Ungar Service Center, Anti Virus Software, WIN95 Diagnostics. Attain a Class C Commercial License.

Physical Demands:

Heavy and moderate lifting, and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.