

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Electronic Technician/Computer Equipment Repair

Supervisor's Title: Lead

Date Prepared: 3/99 **Date Reviewed:** _____ **Date Reviewed:** _____

Employee/Incumbent Review _____ **Immediate Supervisor Review** _____

Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____

Job Location: Maintenance Services **Lane** _____

Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Installs, maintains and repairs computer equipment, peripherals and associated wiring located within the district. Performs preventive maintenance on these items.

ESSENTIAL FUNCTIONS

- Installs, maintains, repairs and replaces computers, peripherals and related equipment.
- Disassembles and removes equipment as needed.
- Performs all manufacturers upgrades, recalls and modifications as required.
- Performs preventive maintenance as directed.
- Keeps appropriate project records focusing on job control, hours and materials used, etc.
- Must account and care for district vehicles and assigned tools.
- Maintains clean and safe work area.
- Participates in education requirements of apprentices in techniques, equipment, safety, policies and procedures, as necessary.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Requires a good general knowledge and practical theory of electrical, electronic and mechanical theory. Must have a good general knowledge of a variety of electronics related test equipment and specialized tools. Must know and understand the workings of a variety of equipment (IBM, Macintosh, etc.). Must be able to work with a variety of peripherals (compact laser disc drives, back up devices, CD Roms, ROM, RAM, plotters, external disk drives, mice, etc.). Must also work with video monitoring devices, printing devices, related cabling, networking, modems, servers, routers, hubs, etc. and software such as DOS, Windows and Novell, and software applications normally used in Granite School District. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must be able to read and understand blue prints, schematics, appropriate manuals and electrical symbols sufficient to complete assigned tasks. Must have the ability to quickly discern between software and hardware related problems and symptoms. Must have skill in mathematics, oral and written communications and interpersonal relations. Must be well versed in District Policies, Negotiated agreements and District inventory procedures. Must be able to plan work and organize apprentices and temporary workers, materials and equipment for specific projects.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have completed two years full time equivalency of formal education as prescribed in Granite School District apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

REQUIRED PRIOR WORK EXPERIENCE

Requires four years of job related and carefully planned experience in the district designed apprenticeship program with demonstrated competence or acceptable equivalent.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

Makes safety decisions in terms of practices and procedures. May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision.

SUPERVISION

Requires ability to motivate apprentices and temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality

of the finished product. Makes specific work assignments and monitors performance of assigned employees. Assist in evaluating performance of apprentices. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Work is constant and demanding. Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.