



Laptop Repair Technician

Job Description

Reports to: Director of Technology/ System Administrator

Location: District Technology Center

Evaluated by: System Administrator

Evaluation period: Annual

Qualifications:

- Must have basic knowledge of computer/laptop repair.
- Must be detail oriented.
- Must have excellent communication skills.
- Must be self-motivated, service oriented, and able to work well in a team environment.
- Must be willing to learn new job tasks as needed.
- Ability to diagnose and resolve basic technical issues
- Must be able to work independently to solve technical issues
- Must be able to read and understand technical manuals

General Duties

- Assist the technology department with installation, maintenance and servicing of district technology software, hardware and various initiatives.
- Maintain inventory records and repair logs.
- Contact vendors, technical support centers, and use online resources for assistance related to repair problems.
- Responsible for scheduling service part deliveries and ensuring they are returned to vendor
- Any other duties assigned by the Director of Technology and/or the Systems Security Administrator

Physical Demands:

The physical demands described here are representative of those that an employee must perform to accomplish the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands and fingers to handle or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand-strength to grasp tools and climb onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as large equipment and peripherals. Occasionally the employee will lift and/or move up to 90 pounds. The employee will push/pull various items and equipment. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Terms of Employment:

Part Time

Starting at \$14.00

No benefits are associated with this position

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.