

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Computer Maintenance Technician
JOB CLASS CODE:	7533
CLASSIFIED/CERTIFIED:	Classified
REPORTS TO:	Director of Technology
SALARY SCHEDULE:	150
FLSA STATUS:	Non-exempt

REQUIRED QUALIFICATIONS

Any combination equivalent to two (2) years college-level coursework in electronics OR two (2) years increasingly responsible experience repairing and servicing computer terminals, microcomputers, and data communications equipment

HS Diploma or GED

Working knowledge of computer networks and network operating systems

DESIRED QUALIFICATIONS

Operating knowledge of Windows, Macintosh, Chrome, iOS devices, and other devices owned by the district

Knowledge of methods and techniques of basic computer troubleshooting and repair

Understanding of advanced principals of computer technology

Self-starter with the ability to work independently

SCOPE OF RESPONSIBILITIES

The Computer Maintenance Technician performs a variety of skilled and technical duties related to the installation, repair, alteration, and maintenance of microcomputers, computers, printers, and other peripheral equipment while also training district personnel in the use of microcomputers and related software operation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Troubleshoots and repairs basic computer, printer, and network problems

Assists in the installation and implementation of computer hardware and accessories

Installs software on all computer platforms in the district

Assists in the training of district personnel in routine maintenance and repair of hardware and equipment

Assists in the installation and maintenance of all file servers and network equipment in the district

Assists in the writing of big specifications for the purpose of obtaining computer replacement parts and supplies

Assists in implementing and following maintenance and repair procedures for computers, printers, network equipment, light/sound boards, and other technical resources

Performs clerical duties as assigned (purchase orders)

Develops and maintains up-to-date and accurate inventory of equipment, computer hardware, and software that belongs to the district and to individual schools in the district

Assists in the development of technical reference guides to be distributed to schools in the district

Assists in preparing guides, manuals, forms, and training materials addressing the needs of WCPS staff

Reads, observes, and seeks ways to improve computer performance and implementation

Attends local, regional, state, and national conferences as required by the Director of Technology in order to continue professional learning/development

Performs other duties assigned by the Director of Technology and/or Superintendent or his/her designee

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PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy. Must be able to work a flexible schedule.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the Director of Technology.

05/13/2008 WCBE
Revised 09/14/2021

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date