

TITLE: **COMPUTER TECHNOLOGIST**
SECTION: Facilities Department
REPORTS TO: Information Systems Coordinator

#52A

SUMMARY

Under the general direction of the Coordinator of Information Systems or delegate, install, alter, troubleshoot, repair and maintain a variety of computer hardware and operating systems, and assist technology users by identifying and resolving software and hardware technical problems at District sites.

DUTIES

1. Install, repair, troubleshoot, alter, test and maintain equipment for a variety of computer operating environments, peripherals (monitors, printers, scanners etc, ancillary equipment and associated electronic systems and equipment.
 2. Install, troubleshoot, test and support various operating system software and network communications hardware and transmission media.
 3. Assist technology users at District sites with problem solving to determine source of software or hardware problems and perform appropriate repairs or modifications as necessary while protecting the integrity and confidentiality of District information.
 4. Assists in the planning, estimating and recommendations to accommodate computers, peripherals and associated systems and required facilities.
 5. Process documentation to acquire required service, repair or warranty and maintain equipment repair manuals/library, parts supply and service records as required.
 6. Assist as directed, with other computerized/electronic systems throughout the District.
 7. Implements annual systematic maintenance and may supervise temporary staff so assigned.
 8. Direct, advise or assist other District staff as required.
 9. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
 - Engineering or Computer Technologist diploma from an accredited institute.
 - CompTIA A+ and Server+ certification or equivalent desirable
 - Minimum of three years related experience.
 - Extensive knowledge of current microcomputer systems, associated equipment and common software.
 - Good interpersonal and communication skills.
 - Valid B.C. Class 5 Driver's License.
 - Physical capability to perform the job duties.
 - Ability to work with minimal supervision.
 - Competent in the use and care of tools and equipment common to this work.
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1992.04.01/1994.12.01/2005.01.12

School District 68 (Nanaimo-Ladysmith)