

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: Computer Repair Technician I

Job Purpose Statement/s: The position of Computer Repair Technician I is to perform skilled installations, repairs and maintenance of office and classroom personal computers and printers; perform cable installations; and do other related work as directed.

Essential Job Functions:

- Assembles, installs, repairs and performs routine maintenance on office and classroom personal computers and printers.
- Sets up and maintains repair and routine maintenance schedules.
- Makes decisions on the need for servicing and repair of equipment.
- Maintains inventory of spare parts and re-orders as needed; maintains records and files, requisitions parts necessary for repairs; may determine when equipment is beyond repair.

Other Job Functions:

- Performs low level troubleshooting of personal computers, software, computer applications and equipment.
- Performs routine cable installations.

Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent.
- Education and/or experience to two years of college with major course work in microcomputer theory and repair maintenance of personal computers, printers, and cabling.
- Prior job related experience.

Skills, Knowledge, Abilities and/or Physical Requirements:

- Ability to make repairs and perform scheduled maintenance on a variety of personal computers and printers with minimum supervision; maintain records and prepare reports relating to equipment, service and parts; pull and test cable; sit for prolonged periods; work with constant interruptions; understand and carry out oral and written instruction; interact with persons of different age groups and cultural backgrounds; learn new procedures. Significant physical abilities include stooping/crouching, reaching/handling/fingering, talking/hearing conversations, near/far visual acuity/depth perception; work cooperatively with others.

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- Skills to operate standard office equipment including use of computer applications to enhance essential job functions, communicate clearly and effectively, use English in both written and verbal form, use correct spelling, grammar and punctuation.
- Knowledge of and experience with various models of personal computers; various models of inkjet and LasterJet printers; tools, materials and test equipment used in the repair and maintenance of personal computers and printers.

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers.
- Tuberculin Clearance

Reports to: Assistant Superintendent, Business Services and/or other designated administrator/coordinator

Work Year: 12 months

Salary Placement: Teamster Salary Schedule
Group 40

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy and Evaluation of Classified Personnel and the Teamster Contract.

Board Approved: May 15, 2007