

Role of The Computer Technician

Reporting to, and under the direction of the Technology Coordinator, the Computer Technician will be responsible for installation of new equipment, and repair and maintenance of existing computer equipment, peripherals and audio visual equipment. It is understood that although there are specific responsibilities for the computer technician, specific portions of these duties may on occasion be assumed by the technology coordinator.

The computer technician is responsible for:

1. Providing assistance and support in the implementation of the divisional technology plan.
2. Providing technical advice and assistance as requested.
3. Setting up, adjusting, and installing new computer equipment and related peripherals.
4. Installing and upgrading software.
5. Conducting trouble shooting and preventative maintenance work on computers and other equipment.
6. Arranging for warranty repair work on all computers and audio visual equipment.
7. Maintaining network labs.
8. Maintaining and repairing all computers or other equipment as required.
9. Assisting with the preparation of the annual repair and maintenance budget.
10. Maintaining an inventory of parts stock.
11. Keeping and maintaining records as required.
12. Collaborating with all staff in an effort to effectively and efficiently deliver the computer education program in the division.
13. Attending meetings and representing the Division as required.
14. Developing correspondence, completing reports and implementing special projects as required.
15. Keeping current with technological advances in the information technology field.
16. Performing other related duties as required.