

Technology Maintenance Specialist

Position Title: Technology Maintenance Specialist
Immediate Supervisor: Technology Technician
Issued Date: 05/17/07

Work Year: 12 Months
Work Day: 8 Hours (7:30 A.M. – 4:00 P.M. w/30 min. lunch)
Work Week: 40 Hours (Overtime must be approved in advance by Director of Technology)

POSITION SUMMARY

Perform installation, repairs, upgrades, modifications, and related work as required to maintain district technology equipment and software in the most cost efficient and effective manner possible. Perform other duties as assigned.

EDUCATION AND EXPERIENCE

High School Diploma or Equivalent
Two years training or experience in Computer Science, Information Technology or related field

QUALIFICATIONS

Demonstrate the ability to:

Perform duties under general supervision,
Utilize initiative and good judgement in the carrying out of assignments,
Work cooperatively with the principal, teachers, administrators, and support staff,
Perform repetitive tasks according to basic established procedures,
Maintain confidentiality of information associated with position,
Understand instructions and underlying principles,
Understand meanings of words and ideas associated with the position.
Perform arithmetic operations quickly and accurately,
Perceive pertinent detail in verbal or tabular material,
Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
Move the hands easily and skillfully,
Comprehend forms in space and understand relationships of plane and solid objects,
Make visual comparisons and discriminations,
See slight differences in shapes and shadings of figures and widths and lengths of lines,
Move hands and feet coordinately with each other in accordance with visual stimuli,
Perform the essential functions and requirements of the job, and

Must meet satisfactory health standards.

ESSENTIAL JOB FUNCTIONS *

Install, configure, customize, upgrade, troubleshoot, repair and provide technical support for the following:

- Computer hardware, software and peripherals
- Windows Operating Systems (Windows 98, Windows 2000, Windows XP, Windows Vista)
- Ethernet Networks
- Wireless Networks
- Networking equipment including, but not limited to, servers, printers, routers, switches, hubs and cabling.

- Network Operating Systems (NOS) and network applications.

Work closely with the Technology Technician and Director of Technology to implement district technology plan.

Continue to stay abreast of new technologies.

Keep technology repair area neat and uncluttered.

Provide preventative maintenance for district technology equipment.

Follow established procedures for reporting technology equipment problems and ensuring that repairs are completed in a timely manner.

Complete all paper work promptly and in an acceptable manner.

* Many of the above mentioned tasks may require on-the-job training. The employee is expected to be able to do all essential job functions by the end of the first year of employment.

OTHER RESPONSIBILITIES

Performs other work duties or responsibilities as assigned by the Director of Technology or Director of Schools.

PHYSICAL DEMANDS

This position requires the lifting of objects not to exceed 50 pounds without the assistance and the wearing of a safety support belt and frequent lifting and or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are:

Lifting, carrying, pushing, and/or pulling.

Climbing and/or balancing.

Stooping, kneeling, crouching, and/or crawling.

Reaching, handling, and/or feeling.

Talking and/or hearing.

Seeing

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.