

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMPUTER/NETWORK TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Information Technology, perform skilled work in the installation, maintenance and repair of District computer equipment, software, networks and peripherals to support the use of technology throughout the district.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTION:

Perform skilled work in the installation, maintenance and repair of District computer equipment, networks and peripherals to prevent service interruption; schedule and perform preventive maintenance on computers and ancillary equipment.

Maintain, adjust, upgrade, service and repair computers, networks and peripherals; clean and adjust disk drives; replace/repair cords, keystone jacks, ram chips, disk drive controller cards and other parts.

Configure new computers; format hard drives and troubleshoot applications software; recover systems from hard disk failures with minimal data loss; retrieve lost data from hard or floppy media after deletion or disk crash utilizing appropriate utilities.

Construct computer equipment; align, adjust and calibrate equipment in accordance with specifications; test and replace defective components and wiring.

Install, configure and support classroom technology and related applications – interactive whiteboards, projectors, document cameras, etc.

Evaluate and make hardware and software recommendations to the Director and District staff; research product prices and availability.

Prepare and maintain records of work orders and work performed.

Operate a variety of equipment, meters and hand tools used in the diagnosis and repair of computer equipment; utilize a variety of electronic test equipment and diagnostic software to determine defects and malfunctions; drive a vehicle to various sites to conduct work.

Set up, configure and maintain all components of the local area networks (LANs) and wide area networks (WANs), including network switches, routers, firewalls, wireless network equipment and cabling.

OTHER DUTIES:

Participate in setting up computer classroom labs as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Tools, equipment, practices and methods of installing, cleaning, adjusting and repairing computers, network equipment, peripherals and related equipment.

Software applications and operating systems utilized by the District.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

Appropriate safety precautions and procedures.

ABILITY TO:

Install, replace, maintain and repair various types of computer systems, network equipment, peripherals and related equipment effectively and efficiently.

Utilize electronic testing equipment to determine defects and malfunctions.

Construct computer equipment.

Align, adjust and calibrate equipment in accordance with specifications.

Work from plans, technical manuals, diagrams and specifications.

Prioritize and schedule work to minimize user down time.

Maintain records.

Understand and carry out oral and written direction.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time lines.

Type or input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in computer science, information technology or related field and two years experience in the installation, maintenance and repair of computers, peripherals and related equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Lifting, carrying, pushing or pulling moderately heavy objects.

Dexterity of hands and fingers to operate tools and diagnostic equipment.

Bending at the waist, kneeling or crouching.

Seeing to view a computer monitor.

Hearing and speaking to exchange information.