

## Vancouver Island West School District 84

### Job Description

# COMPUTER TECHNICIAN 2

## Summary

The Computer Technician 2 is under the direction and supervision of the Computer Technician 1. The Computer Technician 2 is responsible for the general maintenance and upgrading of the computers and servers at all facilities in the School District as directed by the Computer Technician 1.

## Duties

- Repairs, maintains and configures School District computers and related equipment including the installation hardware and software as a team or isolated worker.
- Performs on-site repairs and preventative maintenance in the District schools and offices.
- Notifies the Computer Technician 1 of any hardware and software problems that could require maintenance and or other attention.
- Maintains the Computer Technology Workshop area as a safe work environment.
- Advises the Computer Technician 1 as to the status of the supplies of computer hardware, software and other relevant materials in the workshop.
- Maintains and records the work of this position in the School District work order system.
- Contributes to maintaining an equipment and software inventory system and work order structure.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Conducts all activities in compliance with District policies and workplace ethical standards.
- May be required to perform other job-related duties as assigned by the Computer Technician 1.

## Qualifications

- Grade 12 education or the equivalent.
- Successful post-secondary training in computer technology up to six months or equivalent.
- Proven certification in Microsoft products that meet or exceed the requirements of the job.
- Up to one year experience working with desktop and server computers in business, industry or a school district setting.
- Proven skills related to computer hardware, knowledge of all Windows and Linux based operating systems and knowledge of Microsoft Office and Linux applications.
- Appropriate problem solving skills related to computer and software applications and the ability to understand and carry out verbal and written instructions, including the interpretation of technical manuals.
- Ability to work with limited supervision and ability to use judgment when providing information.
- Excellent interpersonal, organizational, and communications skills.
- Willing to work flexible hours up to a 40 hour work week.
- Valid BC driver's license in good standing.
- St. John's Ambulance First Aid Certificate, Occupational First Aid Level 1 or equivalent.
- Willingness to upgrade skills on the job and be prepared to attend in-service training related to software or equipment when so directed.
- Physically capable of performing the duties of the position.