LOMPOC UNIFIED SCHOOL DISTRICT
COMPUTER/ELECTRONIC TECHNICIAN

PURPOSE STATEMENT:
Under the direction of the Director of Maintenance and Operations provide skilled and semiskilled maintenance services with specific responsibility for maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools and materials are available at job site.

ESSENTIAL FUNCTIONS:
Assesses malfunctions of hardware for the purpose of determining appropriate actions to maintain computer and network operations.  
Coordinates maintenance, repairs and upgrades with site staff and/or outside vendors for the purpose of completing warranty repairs or providing required vendor technical expertise at school site.  
Installs computer software and hardware, etc. for the purpose of upgrading functions and capabilities of equipment.  
Maintains inventory for the purpose of ensuring parts, supplies, and manuals are readily available for repair and maintenance.  
Performs preventive maintenance for the purpose of maintaining equipment and extending the life of the equipment.  
Prepares documentation for the purpose of providing written reference and/or conveying information.  
Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.  
Repairs technical equipment (e.g. digital video equipment, security systems, cable distribution systems, PC and MAC computers, audio visual equipment, broadcast systems, ASL devises, etc.) for the purpose of restoring the equipment to the original operating condition.  
Responds to customer requests for the purpose of providing information technical support.  
Transports a variety of items for the purpose of providing materials at job site or transporting equipment for repair.

OTHER FUNCTIONS:
Perform related duties as assigned.  
Attends meetings as assigned (e.g. coordinating equipment needs, setting up equipment, etc.)

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Operating equipment used in the installation and maintenance of the electronic/digital security, media, audio and broadcast equipment.  
Adhering to safety practices.  
Operating standard office equipment including using pertinent software applications  
Preparing and maintaining accurate records.  
Adapting to changing work priorities.  
Communicating with diverse groups.  
Displaying mechanical aptitude.  
Meeting deadlines and schedules.  
Setting priorities.  
Read and understand tech manual and working with detailed information/data.  
Basic math skills.

ABILITY TO:
Understand and use electronic and mechanical principles, methods, procedures, materials and techniques used in repair, installation
and maintenance of computer hardware and software applications and systems.
Work with a diversity of individuals.
Adapt to changing work priorities.
Communicating with diverse groups.
Display mechanical aptitude.
Meet deadlines and schedules.
Set priorities.
Solve practical problems.
Compose a variety of documents.
Understand network concepts.
Safely use tools and equipment.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and one year of experience in the repair of electronic and audio-visual equipment or two years as a Maintenance Worker with the District in an area in which the incumbent has acquired journey-level skill in this trade.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor/Outdoor work environment.
Drive a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.
Sitting or standing for extended periods of time.
Lifting and carrying moderately heavy equipment.
Bending at the waist, kneeling or crouching.
Seeing to perform computer repair duties.
Climbing ladders to install equipment.

HAZARDS:
Exposure to fumes, dust and odors.
Exposure to adverse or seasonal weather.

FLSA Status: Non-Exempt
Approval Date: 2/25/2010
Personnel Commission First Reading: 6/18/18
Personnel Commission Approval: 8/16/18
Salary Range: Classified 49 (Reviewed 10/10/17)