

ST. TAMMANY PARISH SCHOOL BOARD

**Covington, Louisiana
Job Description**

TITLE: Computer Technician (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. Citizen or authorized alien
2. High School Diploma
3. Appropriate technical training related to computer repair and support
4. One year work experience in computer repair
5. Demonstrated aptitude and competence for assigned responsibilities

REPORTS TO: Information Technology System Administrator Lead

JOB SUMMARY:

To support the student learning environment by providing efficient technology support. To maintain electronic equipment in the best possible operating condition for educational and administrative use.

ESSENTIAL JOB FUNCTIONS:

1. Diagnose and correct difficulties and/or malfunctions of computer/electronic equipment.
2. Maintain records as assigned by management.
3. Maintain tagging and property inventory per the Property Accounting Manual.
5. Carry out established preventative maintenance procedures.
6. Install and configure software and hardware approved for support by management.
7. Instruct and assist personnel in the proper use and operation of computer equipment and approved software.
8. Promote high standards of safety and orderliness in assigned work and storage areas.
9. Assists in all areas of hardware, software and operations support.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs other duties as may be assigned.
2. Must maintain a valid Louisiana driver's license.
3. Must have reliable personal transportation for travel.

PHYSICAL DEMANDS:

1. Must be able to lift computing, network and other technology equipment.
2. Must be able to load, unload and drive a personal vehicle to transport equipment to be installed, replaced and/or equipment being returned for repair.
3. Must be able to climb ladders and perform the necessary physical demands to install, inspect, troubleshoot and repair network devices and wiring both inside and outside premises.
4. Must possess the physical stamina for long hours when required.
5. Must be physically capable of operating and demonstrating all equipment installed and supported by the department.
6. Must be able to load and unload deliveries to the department.
7. Must be capable of working for long periods sitting, standing, reaching, or bending as required.

TERMS OF EMPLOYMENT: 12 Months

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Reviewed and _____

Agreed to by: _____ Date: _____

(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original - Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev 5/2021)