



LOMPOC UNIFIED SCHOOL DISTRICT

COMPUTER ELECTRONIC TECHNICIAN

JOB SUMMARY:

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 DUTIES AND RESPONSIBILITIES:

- Assess malfunctions of hardware for the purpose of determining appropriate actions to maintain computer and network operations.
- Coordinate maintenance, repairs and upgrades with site staff and outside vendors to complete warranty repairs or providing required vendor technical expertise at school site.
- Install computer software and hardware to upgrade functions and capabilities of equipment.
- Maintain inventory for the purpose of ensuring parts, supplies, and manuals are readily available for repair and maintenance.
- Perform preventive maintenance for the purpose of maintaining equipment and extending the life of the equipment.
- Prepare documentation for the purpose of providing written reference and/or conveying information.
- Procure equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Repair technical equipment including digital video equipment, security systems, cable distribution systems, PC and MAC computers, audio visual equipment, broadcast systems, ASL devices, and others to restore the equipment to the original operating condition.
- Respond to customer requests for the purpose of providing information technical support.
- Transport a variety of items for the purpose of providing materials at job site or transporting equipment for repair.

OTHER DUTIES:

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

REQUIRED QUALIFICATIONS:

Education and Experience:

Computer Electronic Technician

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.

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

WORKING CONDITIONS:

Work Environment:

- Driving a vehicle to conduct work.
- Indoor/Outdoor work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

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Salary Range: 49