

Equipment Repair and Maintenance

6. Diagnose and repair network connectivity and hardware issues, including printers, terminals, and personal computers.
7. Remove old equipment and perform data migration to new machines.
8. Service equipment according to established preventive maintenance schedule. Maintain accurate updated records of preventive maintenance.
9. Maintain accurate records of time and materials required to perform repairs and service.

Inventory

10. Maintain accurate inventory of hardware, software, and other equipment and material at assigned site(s).
11. Identify, request, and control the inventory of repair parts.

Other

12. Compile, maintain, and file all physical and computerized reports, records, and other documents.
13. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
14. Comply with all district and campus routines and regulations.
15. Follow district safety protocols and emergency procedures.
16. Respond to after-hours emergencies as needed.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals; small truck or van

Posture: Prolonged sitting and standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

Lifting: Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Exposure to electrical hazards; occasional prolonged and irregular hours; frequent districtwide travel; May be required to be on-call 24 hours a day.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.