San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Technician, Computer
Exemption Status: Non-Exempt
Reports to: Director of Technology
Pay Grade: 07
Works with: District Personnel
Days: 226
Dept. /School: Technology Department
Date Revised: 08.01.2024

Primary Purpose:

Perform on-site technical work to install and maintain computer equipment and network and software applications throughout the district or at assigned campus. Respond to work order requests by diagnosing and repairing network and computer hardware.

Prerequisites:

- High school diploma, GED
- Associate's degree in computer maintenance (preferred)
- Ability to drive box truck
- Manage/Move inventory using asset management (TipWeb) to designated area

Special Knowledge and Skills:

- Knowledge of computer workstation setup
- Knowledge of computer hardware and software applications
- Knowledge with LAN/WAN networks
- Knowledge with DATA security principles
- Ability to install, maintain, and repair computers and peripherals
- Ability to install and maintain network cables and hardware
- Ability to diagnose problems and perform repairs
- Excellent verbal and written communication skills

Experience:

- Three years of work experience installing, maintaining, and repairing computers and peripherals.

Major Responsibilities and Duties:

1. Install, configure, maintain, and upgrade computers and peripherals, network cabling, and network peripherals throughout the district. Relocate computer hardware, peripherals, and equipment as needed.

2. Provide technical assistance to users of computers, instructional equipment, and software.

3. Install and configure application and operating system software and upgrades.

4. Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.

5. Assist with the organization and distribution of technology-based material for classroom use.

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.

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.

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 Educator Certification rule, and local board policy. Comply with all district and campus routines and regulations.

14. Respond to after-hours emergencies as needed.

15. Upholds and adheres to safety rules and policies of SBCISD.

16. Performs any other duties assigned under the direction of the Director of Technology.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals; box 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 (Emergency only).

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.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____