

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Information Technology Repair Technician (FLSA: Non-Exempt)

MINIMUM QUALIFICATIONS:

- 1. U.S. citizen or authorized alien.
- 2. High school diploma or equivalent (College Training a Plus).
- 3. Appropriate technical training.
- 4. Six months work experience in computer repair.
- 5. Demonstrated aptitude and competence for assigned responsibilities.

REPORTS TO: Information Technology System Administrator Lead

JOB GOALS: To support the student learning environment by providing efficient technical hardware and software support.

JOB SUMMARY: To maintain electronic equipment in the best possible operating condition for instructional and administrative support use.

ESSENTIAL JOB FUNCTIONS:

- 1. Diagnose and correct difficulties and/or malfunctions in electronic equipment in multiple environments (PC, Chromebook, etc.).
- 2. Maintain records as assigned by management.
- 3. Maintain tagging and property inventory per the Property Accounting Manual.
- 4. Carry out established preventative maintenance procedures.
- 5. Install and configure software and hardware approved by management.
- 6. Promote high standards of safety and orderliness in assigned work and storage areas.
- 7. Assist the IT staff in all areas of hardware, software, and operations support.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 1. Perform other duties as 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 computer related equipment.
- 2. Must be able to load and unload equipment to be installed, replaced, and/or equipment being returned for repair.
- 3. Must be able to perform the necessary physical demands to install, inspect, troubleshoot, and repair electronic equipment.
- 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: To be determined by Superintendent.

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)

Name (Please Print) Employee Identification Number

Original-Human Resources Dept. Copy-Site File Copy-Employee