



School District #54 (Bulkley Valley)
JOB DESCRIPTION

STUDENT LABOURER - TECHNOLOGY
TECHNOLOGY DEPARTMENT

SUMMARY:

Reporting to the Supervisor of Information Technology, the Student Labourer – Technology performs a variety of tasks associated with summer computer maintenance.

DUTIES:

- Cleans computers, monitors and accessories
- Assists in the maintenance of hardware & software
- Installs new and old computers which may include operating systems and application software
- Operates District vehicles and equipment such as trucks, vans, power mower including a variety of power and hand tools
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the timely resolution of general maintenance requirements (e.g. grounds maintenance, computer maintenance, equipment & furniture deliveries)
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

QUALIFICATIONS:

- Enrolled in a post-secondary education program
- Minimum of one month of related experience
- Competent in the use and care of tools and equipment common to the position
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with safety practices
- Valid Class 5 – BC Driver's Licence and an exemplary driving record as demonstrated by a current driver's abstract
- Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:



CUPE Job Description Committee



CUPE Job Description Committee



Secretary Treasurer