



School District #54 (Bulkley Valley)
JOB DESCRIPTION

TECHNOLOGY DEPARTMENT – COMPUTER TECHNICIAN

Location: District

SUMMARY:

Reporting to the Supervisor of Information Technology, the Computer Technician works as a team member to support learning, through the provision of a range of technical support services.

DUTIES:

- Installs, maintains and repairs computer hardware and components
- Assists in the development of procedures related to Information Technology
- Maintains current knowledge of developments in technology including various operating systems
- Researches products and makes recommendations for the purchase or disposal of computer and audio visual equipment
- Trains and assists District staff on the use of District software
- Recommends purchases of District computer equipment and software and orders equipment and supplies
- Loads and unloads vehicles, transports materials and equipment as required.
- Ensures quality workmanship and safety of work sites
- Ability to carry out and perform work schedule with minimum supervision
- 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 Information Technology support requests
- 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:

- Completion of Grade 12 (Dogwood Certificate)
- A diploma or certificate in Information Technology, or a current Microsoft MCSE or an equivalent combination of training and work experience
- Maintains industry certification
- Demonstrated understanding of LAN and WAN systems interrelationships troubleshooting and diagnostic ability including administering Mail, Web and Active Directory servers
- Two years of current relevant work experience
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- 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