

Job Title: COMPUTER TECHNICIAN
Reports to: Director of Technology/Senior Computer Technician
Dept./School: Technology
Wage/Hour Status: Non-exempt
Date Revised: July 27, 2026

Primary Purpose

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

QUALIFICATIONS

Education/Certification

High school diploma or GED
Two (2) year associate's degree in computer or technology field or equivalent, preferred

Special Knowledge/Skills

Knowledge of computer workstation setup
Knowledge of computer hardware and software applications (Windows 10/11/Office products)
Ability to install, maintain, and repair computers and peripherals, including Chromebooks, desktops, laptops, iPads, printers, modems, and scanners
Ability to install and maintain network cables and hardware
Ability to diagnose problems and perform repairs

Experience

One year work experience installing, maintaining, and repairing computers and peripherals

MAJOR RESPONSIBILITIES AND DUTIES

Installation

1. Install and upgrade computers and peripherals throughout the district.
2. Install network cabling and network peripherals throughout the district.
3. Relocate computer hardware, peripherals, and equipment as needed.
4. Install and configure software as needed.
5. Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.

Equipment Repair and Maintenance

6. Diagnose and repair equipment, including printers, terminals, computers, and other district devices.
7. Service equipment according to established preventive maintenance schedule.
8. Maintain accurate updated records of preventive maintenance.
9. Maintain accurate records of time and materials required to perform repairs and service.

Safety

10. Operate tools and equipment according to prescribed safety procedures

11. Follow established safety procedures and techniques to perform job duties, including lifting, climbing and carrying
12. Correct unsafe conditions in the work area and report any conditions that are not correctable to the supervisor immediately

Other

13. Assist Help Desk as needed
13. Perform other duties assigned by supervisor
14. Maintain confidentiality of information
15. Reports to work on time, dependable
16. Self-motivated, stays on task
17. Exercise sound judgement in using leave (during testing, planned projects, unforeseen emergencies, etc.)

Supervisory Responsibilities

None

EQUIPMENT USED

Hand tools and test instruments for electronic repairs and cable installations. District computers and peripherals, including modems and printers.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Climbing, stooping, bending, kneeling, and lifting 50 lbs.; frequent use of small hand tools and electronic test equipment; frequent district-wide travel. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____