

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Computer Technician II		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Network Manager/Technology Coordinator (Supervisor)
EDUCATION:	Associates in Computer Science or Equivalent with the job related experience preferred	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting		
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
GENERAL JOB QUALIFICATIONS:	<p>Ability to organize work, maintain district-wide technology, and communicate effectively with end users and supervisors. Ability to communicate effectively and professionally with staff members, students, and the general public. Skills to apply basic knowledge of troubleshooting a variety of computer issues related to computer hardware/software, network printers, and projectors. Installation of equipment as directed.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>		

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Assist end-users with troubleshooting of district technology including but not limited to hardware, software, and peripherals. Complete on-site repairs, rebuilding of computers, computer maintenance, and take inventory (entry and verification of equipment and software).
2. Provide to schools general computer technical support; this includes support for maintaining computer labs, student and teacher computer lab operations support, and reporting of major technology issues to the technology supervisor.
3. Provide to schools basic computer technical support. Tasks will include but are not be limited to: Installation of computers and peripheral equipment, computer software, wiring/hooks-up computers to the internet, and upgrading of equipment.
4. Serves as liaison at the school level with the technology department to restore service computers when major software/hardware/network glitches occur.
5. Utilize and prepare helpdesk tickets for the district technology department hotline if services cannot be restored on site or immediately; maintain accurate and detailed record logs of repair/maintenance and activity performed on all district equipment.
6. Work effectively as a team member in the technology department.
7. Demonstrated ability to meet or exceed expectations for attendance.
8. Strong communication skills, oral and written are required for the support of District technical issues and determine the source of problems.
9. Cultivate strong and positive working relationship with the Technology Service Department and other departments to develop a broad perspective and understanding of the business needs and challenges.
10. Work in dropped ceilings and crawlspaces to run new network lines including working for extended periods of time on ladders.
11. Complete new installations of projectors and televisions including the installation of new video and audio cabling.
12. Ability to efficiently manage work time and be able to work for significant periods of time independently and without supervision.
13. Regular attendance is an essential function of this position.
14. Perform other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.			√		
51-75 lbs.			√		
76-100 lbs.		√			
> 100 lbs.		√			
Maximum amount lifted by worker without assistance: No more than 75-100 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				√	
11-20 lbs.				√	
21-50 lbs.			√		
51-75 lbs.		√			
76-100 lbs.	√				
> 100 lbs.	√				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				√	
11-20 lbs.				√	
21-50 lbs.			√		
51-75 lbs.		√			
76-100 lbs.		√			
> 100 lbs.		√			
Maximum weight of object pushed/pulled by worker: No more than 75-100 lbs.					
Distance: <u>75</u> Type of Surface: (i.e. level, carpet, tile): level					

ENVIRONMENT (WORK CONDITIONS)	
Works Inside <u>95</u> % of the time	/ Works Outside <u>5</u> % of the time.
Temperature Extremes: Yes* (playground duty, etc.)	
Works on or around moving machinery or mechanical parts: No	

*Dependent upon seasonal weather changes.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				√	
Twist				√	
Crouch/Squat				√	
Kneel				√	
Crawl			√		
Walk-Level Surface					√

