

**JOB SUMMARY:**

Under the supervision of District Administration and the general direction of the Information Technology Manager, installs and maintains computer software, hardware and networks.

**DUTIES & RESPONSIBILITIES:**

01. Provides service and support of office, laboratory, and classroom computers and peripherals networked and non-networked: installs, configures and troubleshoots software applications; troubleshoots, repairs and maintains computer hardware other than monitors or power supplies.
02. Builds, configures, installs and maintains network servers, hubs, switches, bridges, network printers and related hardware (including wireless implementations), network devices and software.
03. Installs wireless and cabling (with antenna), upgrades and repairs wireless radios, repairs wireless cables and power supplies at sites and towers and tests and recommends changes to network infrastructure.
04. Installs and maintains software.
05. Services routers as required.
06. Diagnoses, isolates or repairs software and hardware problems.
07. Assists in managing networks.
08. Sets up, maintains and troubleshoots networked and non-networked printers.
09. Maintains accurate and up-to-date records.
10. Provides status reports if requested.
11. May, on occasion, be required to perform other job-related duties as assigned.
12. Displays the qualities of a good role model.
13. Displays good interpersonal and communication skills.
14. Maintains safe work practices.

**QUALIFICATIONS:**

01. TQ – Low voltage.
02. Grade 12 plus 2 year post-secondary diploma in computer technology certification.
03. 2 years previous experience in a related field.
04. Valid BC Class 5 driver's license.
05. Physical capability to perform duties.