

Okanagan Similkameen School District No. 53

Job Description

JOB TITLE: COMPUTER TECHNICIAN

JOB NO: 408B

RESPONSIBLE TO: Director of Facilities or Designate

JOB SUMMARY: Under the supervision of the director of facilities or designate, the computer technician provides support to the district's technology and communication systems including: installation, maintenance, troubleshooting and technology assistance to staff.

JOB DUTIES AND RESPONSIBILITIES:

1. install, maintain, update and troubleshoot:
 - a. data centre, servers, library system, PC desktops and laptops including workstation imaging;
 - b. phone and call manager system;
 - c. digital PA, clock, video security, and signage systems;
 - d. server virtualization;
 - e. wired and wireless networks, equipment and software including printers and photocopies (excluding physical repairs) and security;
 - f. hardware and software (including support contracts); and
 - g. on-line work order system;
2. maintain technology equipment and software inventories and organize recycling and disposal of equipment;
3. provide and maintain user access accounts on various systems;
4. participate in and make recommendations to the District Technology Advisory Committee;
5. prioritize technology and communication system work assignments, and order supplies, materials, equipment and software within designated budget;
6. assist with the use and implementation of the on-line student information system;
7. write and diagnose scripts;
8. assist staff individually and provide in-service to groups in the use of district technology software and hardware (includes troubleshooting);
9. assist with the support of digital HVAC systems;
10. maintain AV equipment;
11. determine appropriate methods and materials for timely and efficient project completion;
12. maintain records, forms and documents;
13. maintain a clean and safe work environment;
14. participate in job-related training and staff development;
15. communicate positively and effectively, and interact as a collaborative and consultative team member;
16. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, and WorkSafeBC regulations;
17. maintain confidentiality; and
18. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 and four year degree in Information Technology (or equivalent).
2. five years' multidimensional technological experience in a mid-sized organization which includes a technology upgrade (CISCO experience in VOIP communications system, switches, wireless and routers is preferred).
3. BC Class 5 driver's licence and a safe driving record (driver abstract required);
4. demonstrated aptitude for continuous learning and innovative thinking;
5. ability to take direction from supervisor(s) and work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organization skills; and
8. physical ability to perform all aspects of the position.

Revised July 24, 2020

Note: Clear criminal record checks are required prior to employment with the district.