

**CUMBERLAND COUNTY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: Computer Maintenance Technician

Reports to: Chief Information Officer and/or  
Technology Director

Job Class Code: 7525

Work Schedule: per salary table

Pay Scale: per salary schedule

Approval Date: June 16, 2016

**PERFORMANCE RESPONSIBILITIES**

- Perform a variety of skilled and technical duties related to the installation, repair, alteration and maintenance of, computers, netbooks, printers and other peripheral equipment; schedule repairs or installations.
- Develop/conduct one-on-one and group training of District personnel in use of computers and related software.
- Inspect, isolate and diagnose system malfunctions and determine appropriate repair procedures; replace defective parts and restore to proper operation of equipment; analyze and resolve general software malfunctions.
- Develop and maintain cable for local area networks, device sharing and computers.
- Install computer hardware systems and software, including upgrades and enhancements.
- Perform preventive maintenance on technology hardware.
- Diagnose/maintain IP analog camera surveillance systems
- Debug/repair intelligent classroom systems, classroom audio systems, DVD/VHS system, and TV tuners
- Move equipment to new locations as requested; reroute and install communication cables for new location; test system to assure proper operation.
- Perform component level equipment repair; remove defective components and replace and initiate test procedures according to established procedures; locate and request replacement components.
- Communicate with a variety of departments regarding the repair and installation of computer equipment; communicate with vendors and manufacturers regarding parts, pricing, purchases and product information to find best source of supply.
- Provide assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation, care and maintenance of computerized equipment.
- Employee must be able to safely lift 50 pounds and work comfortably from a 12 foot step steo/extension ladder.
- Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Education: Any combination equivalent to a high school diploma or G.E.D. Personnel in this position are expected to have a demonstrated expertise in the diagnosis and repair of Microsoft Windows based computer hardware and software. The ideal candidate would have completed the CompTIA A+ Certification process, a Network certification. Formal education in computer science and information technology is preferred but extensive demonstrated expertise is an acceptable substitute.

**IMPORTANT NOTES**

*This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.*