



LOWER DAUPHIN SCHOOL DISTRICT

Title: Computer Repair Technician

Reports to: Director of Information Technology

Salary Range: \$34,925 - \$41,900

I. Job Description

a. Overview

- To repair, maintain, and troubleshoot computer hardware and software. Assist in the improvement and proper operation of the technology systems and equipment. The employee who holds this position will be a part of the Classified Employee Group. The Computer Repair Technician will be evaluated and supervised by the Director of Information Technology.

b. Essential Functions

- Install and repair software and equipment for computer network systems.
- Perform preventative maintenance on computer based systems
- Assist the Director of Information Technology with information necessary for the procurement, installation and maintenance of all computer based systems.
- Provide computer hardware, installation, configuration and troubleshooting for the District.
- Advise and provide the Director of Information Technology with information necessary for the procurement, installation and maintenance of all systems required.
- Assist the Director of Information Technology in maintaining an inventory of all computer equipment and software, related licenses, purchases and warranty information.
- Assist the Director of Information Technology with maintaining the District's computer security procedures to ensure the integrity of and to protect the confidentiality of electronically stored information.
- Maintain the general upkeep and appearance of all computer systems and peripherals.
- Participate in specialized training programs when requested to do so by the Director of Information Technology and/or Superintendent.
- Perform other duties as assigned by the Director of Information Technology and/or the Superintendent.

II. Job Requirements

a. Basic Qualifications

- Minimum of an Associate’s Degree in Computer Science, Information Systems, or related field, OR technical training, certifications and experience in lieu of degree.
- Must have two (2) or more years of experience working as a computer technician.
- Must have a valid Driver’s License, along with reliable vehicle for travel to and from the workplace.
- Must have or be able to obtain valid Act 34, Act 114, and Act 151 clearances.

b. Additional Qualifications

- Strives to maintain professional, cooperative, and respectful relationships with all other District employees.
- Serve as a pleasant, helpful, and positive representative of Lower Dauphin School District in all interactions with the community.
- Must possess excellent interpersonal skills and be cooperative, congenial, service oriented, and a team player along with the ability to work with frequent interruptions and under sometimes stressful conditions.
- Must have the ability to organize, prioritize and multi-task, communicate clearly and effectively, work independently, exercise good judgment and follow written and verbal directions.

c. Physical Demands

- Ability to stand, sit, and walk for extended periods of time.
- Ability to type and use both hands for grasping and repetitive motions.
- Some bending and twisting of the body required.
- Ability to lift/carry no more than 50 lbs. independently.
- Visual and audio acuity including ability to read computer screens and written documents.
- Ability to use the telephone and speak clearly and distinctly.

d. Work Environment

- Typical office setting subject to inside and outside environmental conditions.
- Travel is required to any one of our 11 district buildings.
- Working hours are Monday – Friday from 7:30 AM – 4:00 PM.

Reasonable accommodations may be made to enable a qualified individual with a disability(s) to perform the primary duties and responsibilities of this job.

Lower Dauphin School District is an Equal Opportunity Employer.