

<b>Computer Laboratory Technician</b>	<b>Skill Level: 10</b>
<b>FLSA Status:</b> Non-exempt	<b>IPEDS:</b> 510

Job Purpose: Work performed in repairing, maintaining, and/or installing computer equipment.

Characteristic Duties and Responsibilities Essential functions for this position are on file in the Office of Human Resources for your information):

Installs, repairs and maintains microcomputers and peripheral equipment.  
Installs, repairs and maintains video display terminals, various printers, remote batch terminals, disk drives, etc.  
Installs and maintains other electronic and electro-mechanical equipment.  
Reads diagrams, schematics, blueprints, and technical manuals for repair and diagnostic information.  
Checks and tests equipment on contracted maintenance, identifies maintenance needs, and communicates with contractors.  
Installs new cabling or interconnecting systems and assists with resolving routine data communication problems.  
May perform electronic and electro-mechanical installation and repairs.  
Keeps inventory of supplies and parts.  
Performs preventive maintenance on tools and diagnostic/test equipment.  
Assists with planning for design, installation and maintenance of new systems.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.  
These functions may vary by institution. Incumbents may provide backup to various functions within the unit.  
Performs other duties as assigned.

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given: N/A

Job Specifications:

High School diploma or GED plus two years training in basic electronics or computer maintenance; with a minimum of three years experience in computer repair/maintenance; equivalent training and/or experience will be considered.

Knowledge, Skills, Abilities, and Worker Characteristics

Knowledge of IBM-compatible microcomputers.  
Knowledge of RS-232, 10Base2 and 10Base T cabling requirements  
Ability to diagnose, repair, maintain and install computer equipment.  
Ability to communicate with contractors.  
Knowledge of electronic principles and procedures.  
Knowledge of electronic theory and application

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	10	734033333

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.