

Goleta Union School District

Computer/Electronics Technician

Basic Function

Under the direction of the Head of Assistant Superintendent - Administrative Services, perform specialized technical work in the repair and maintenance of a variety of personal computers and peripheral equipment including electronic and audio-visual equipment.

Representative Duties

Perform specialized technical work in the repair, adjustment, installation, replacement, modification and routine maintenance of communication systems and other electronic equipment; perform preventive maintenance as assigned. E

Install, upgrade and maintain computer hardware and software; install computer labs and network cabling. E

Evaluate and repair and maintain equipment such as video monitors, laser disc players, projectors, video cassette and tape recorders and sound systems; construct special purpose audio-visual equipment as directed. E

Provide technical support to remodels, additions and deferred maintenance projects; test and install electronic systems in offices, classrooms and portables. E

Inspect, repair, install, test and maintain electrical systems, including conduit and duct systems, light and power circuits, motor appliances and related equipment; install interior and exterior wiring for equipment and appliances. E

Estimate cost and time for major upgrades, repairs and installation of equipment and systems; provide testing of sample equipment proposed for purchase; make recommendations related to the purchase of new systems. E

Provide technical assistance to District personnel, staff and others in the use of equipment and systems. E

Inspect and test equipment to determine source and feasibility of repair. E

Operate and maintain a variety of specialized tools and test equipment related to electronic repair work; align, adjust and calibrate equipment according to specifications; replace defective components and wiring utilizing a variety of hand tools and equipment; drive a vehicle to conduct work. E

Update and maintain a variety of records related to work projects; maintain blueprints and schematic drawings. E

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Electronic and electrical theory, principles and practices.

Methods, tools and procedures used in the operation, repair and maintenance of electronic and audio-visual equipment including personal computers.

Computer/Electronics Technician

District policies, legal mandates and codes related to the inspection, repair and maintenance of electronic, audio-visual and other specialized electronic systems.

Methods, procedures, techniques, and diagnostics and repair of computer software and system problems.

Methods and procedures for storing equipment, materials and supplies.

Safety practices and precautions.

Basic record-keeping techniques.

Ability to:

Repair, maintain and troubleshoot a variety of personal computers, network and peripheral equipment including electronic and audio-visual equipment.

Order parts and supplies and maintain inventory.

Plan, organize and lay out electronics work.

Maintain records and files.

Schedule and perform work to meet established time lines.

Work independently with minimal supervision.

Create, design and plan computer lab layouts and computer networks.

Communicate effectively with others.

Observe legal and defensive driving practices.

Maintain current knowledge of technological advances in the field.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and two years journey-level experience in the repair and maintenance of computer and electronic equipment.

Licenses and Other Requirements

Valid California Driver License.

Working Conditions

Environment

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Physical Demands

Dexterity of hands and fingers to operate a variety of electronic testing equipment and measuring devices.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Computer/Electronics Technician

Carrying, pushing or pulling equipment.

Climbing ladders and working from heights

Hazards

None