

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

PC FIELD SERVICE TECHNICIAN

QUALIFICATIONS

- Associate's Degree in a Related Field or Equivalency in training and/or experiences.
- Proficiency in configuration, diagnostics, and assembling of computer software and hardware and peripherals.

REPORTS TO Supervisor of Information Services

SUPERVISES No supervisory duties

POSITION GOAL

To provide support for School Board equipment consisting of personal computers, peripherals, and other related equipment.

PERFORMANCE RESPONSIBILITIES

1. * Configure newly purchased PC's to District standards.
2. * Load District standard software applications packages.
3. * Perform general diagnostics on stand alone/networked computers within established standards.
4. * Troubleshoot specified peripherals attached to personal computers.
5. * Perform bench repairs on specified CPU's, monitors, and other computer related devices.
6. * Establish parts inventory and initiate supply requests.
7. * Evaluate equipment for cost effective repair and recommend removing from inventory when appropriate.
8. * Provide assistance with scheduled equipment relocation.
9. * Act as liaison for district with vendors employed for contracted services for equipment repair.
10. * Respond to calls related to typewriters and business machine repair.
11. * Assist with internal training/troubleshooting techniques on hardware and peripheral basics.
12. * Troubleshoot communication problems when attempting to establish connection with District Wide Area Network.
13. Perform other duties as assigned by the Supervisor of Information Services.

*Denotes essential job function/ADA

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
D-08 \$38,815 - \$68,931
M-12 D-258 H-2064

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **15**
EEO-5 Line **50**

Function **Vary**
Survey Code **65033**
Job Code **1998**

ADA CODES

2 **TBA**
3 **TBA**
4 **TBA**

BOARD APPROVED

June 27, 1995