

ELECTRONIC AND COMPUTER TECHNICIAN I

CLASS SUMMARY

Under general supervision – performs skilled duties (including troubleshooting, cabling, software and hardware problems) in installation, configuration, testing, maintenance and repair of equipment, for example, microcomputers, peripherals and communication equipment; performs related duties as required.

REPRESENTATIVE DUTIES

Configures new computers following district standards and physically locks computers to their locations; upgrades software, and may install images. Installs, maintains, and repairs printers, microcomputers, peripherals, and communications equipment and cabling, advises user on standard desktop application; coordinates with other District technicians and qualified consultants, regarding cable television and radio; contacts vendors to return computer parts under warranty; diagnoses equipment problems and recommends an action on repair work; maintains inventory of terminals and related equipment; maintains maintenance records on repairs of computers, printers, and communication equipment; operates electronic test equipment; cleans, inspects, adjusts and maintains equipment.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated supervisor. This position works with college administrative personnel, faculty, and other Information Technologies Services staff in diagnosing problems and installations.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to two years experience in the maintenance, repair, and installation of, microcomputers, peripherals and communications equipment. Training could consist of an Associate Degree in Electronic Technology or an AA Degree supplemented by college level classes or technical training in microcomputer repair.

ELECTRONIC AND COMPUTER TECHNICIAN I (continued)

Knowledge and Abilities

Knowledge of: Installation, operation, maintenance and repair of microcomputers, peripherals devices, communications equipment, local area networks (LANs) and wide area networks (WANs); installation, repair, and maintenance of communication cabling; use of electronic test equipment which could include such items as: oscilloscope, voltmeter, RS-232 breakout box, data communications analyzer, and hand tools; computer and communications terminology and operation of local area networks (LANs) and wide area networks (WANs); microcomputer disk operating systems; circuitry and operation of television monitors; digital electronics principles and practices; computer software and programming languages including binary and hexadecimal numbers.

Ability to: Identify and diagnose problems; determine responsibility and recommend action; operate a variety of electronic testing equipment; read and comprehend related technical manuals, flowcharts, and schematics; perform maintenance and repairs including soldering and rework of electronics printed circuit boards and equipment; work cooperatively with others; follow oral and written directions; follow safety practices in electrical and electronics work and in the use of tools and equipment.

Physical Requirements: Ability to lift 50 pounds; ability to install cable in ceilings and walls of buildings; must have normal color vision.