



School District No. 46 (Sunshine Coast)

JOB DESCRIPTION #M-09

SYSTEMS TECHNOLOGIST

Location: District

SUMMARY:

Under the direction, supervision and evaluation of the District Technology Manager installs, alters, repairs and maintains the networks, computers and audio-visual equipment in schools and other district facilities.

DUTIES:

- Repairs and maintains computer equipment by troubleshooting software, hardware, and network problems and providing assistance to staff.
- Installs and maintains the server environment used in the school district.
- Design, install and maintain ethernet and wireless networks.
- Installs new computers and software throughout the district.
- Repairs and maintains audio-visual equipment.
- Maintains an inventory list of all equipment including warranty and maintenance information.
- Reads and interprets drawings and specifications.
- Researches products and makes recommendations for the purchase or disposal of computer and audio-visual equipment and software.
- Provides basic troubleshooting training workshops for district staff as needed.
- Transports, loads, unloads and uncrates equipment as required.
- Ensures quality workmanship and safety of work sites.
- Provides the basic hand tools common to this trade.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- Maintains familiarity with Workplace Hazardous Materials Information System (WHMIS) and WorkSafe BC safety procedures.
- May be required to perform other job related duties as assigned.

QUALIFICATIONS:

- Completion of a two year Diploma of Technology program from an accredited institution with a minimum of 3 years experience.
- AppleCare Technician training or Microsoft Certified Systems Administrator training.
- Valid Class 5 BC driver's license.
- Physical capability to perform job duties.

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

APPROVED:


On behalf of:
School District No. 46 (Sunshine Coast)



Human Resources Officer

February 21, 2011
Date

On behalf of:
C.U.P.E. Local 801



President

February 18, 2011
Date