

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
TECHNICIAN -- ELECTRONICS, INSTRUCTIONAL TECHNOLOGY
JOB DESCRIPTION

JOB CODE: 650336 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 27
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) Associate's degree from an approved accredited educational institution with applicable certifications; and
- (2) Minimum of one (1) year successful experience in electronics or related field; or
- (3) An equivalent combination of education and/or experience with applicable certifications.
- (4) A+ Certification, preferred.
- (5) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer operations. Ability to comprehend and follow complex instructions. Ability to do intricate multi-tasking in a fast paced environment. Ability to learn various complex commands, procedures and standards involved with support and repair for the use of computers and networking for the school district. Knowledge of and ability to use the tools of the trade effectively. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to perform cross-over work in several trade areas. Ability to establish and maintain effective working relationships with district/school staff, administrators and outside agencies. Ability to operate a motor vehicle. Work independently as well as with a team. Adapt to a changing environment in the areas of products and technology. Ability to use hand tools. Ability to operate a motor vehicle.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To diagnose, resolve, and support/repair computer hardware, peripheral equipment in a safe, efficient, effective manner to minimize downtime.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Install, test, label, and terminate UTP cabling
- *(2) Install and support systems for UTP cabling including equipment racks, cable trays, patch panels, and fiber cabinets.
- *(3) Perform minor configuration and troubleshooting of network hardware including Ethernet switches, Wireless Access Points, and fiber cabinets.
- *(4) Verify functionality of communications systems using various tools and software such as PING and TRACERT.

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- * (5) Perform work involving maintenance and repair of audio-visual, digital, CCTV, and production equipment.
- * (6) Assist in maintaining an inventory of parts and materials as needed.
- * (7) Provide emergency repair service as directed.
- * (8) Assist other maintenance personnel with tasks as needed or directed.
- * (9) Assist in developing and maintaining a preventive maintenance program.
- * (10) Participate in casualty prevention tests and inspections as required.
- * (11) Deliver, setup, install, configure, troubleshoot, and provide support/repair for administrative/instructional desktop and laptop computers, peripheral equipment, audiovisual equipment, and software within established standards and district guidelines.
- * (12) Attach computes and other devices to network, test connectivity through the use of software and other tools.
- * (13) Provide technical support and orient teachers and staff on the use of hardware, software, and peripheral equipment. Including but not limited to, audiovisual equipment.
- * (14) Evaluates audiovisual equipment and makes recommendations for replacement or repair.
- * (15) Maintains and performs minor repairs on mechanical components of audiovisual equipment.
- * (16) Create and update district trouble tickets appropriately. Work with HelpDesk systems and procedures as appropriate to determine and resolve problems received from teachers or staff.
- * (17) Provide emergency repair service as directed.
- * (18) Travel to work-site as assigned and maintain daily vehicle logs.
- * (19) Serve on school/district committees as required or appropriate.
- * (20) Adhere to applicable safety standards.
- * (21) Attend all staff meetings and workshops.
- * (22) Assist with maintaining a clean and orderly environment.
- * (23) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (24) Communicate effectively with the staff members, supervisors, administrators and other contact persons using tact and good judgment.
- * (25) Demonstrate initiative in the performance of assigned responsibilities.
- * (26) Demonstrate support for the school district and its goals and priorities.
- * (27) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (28) Exhibit interpersonal skills to work as an effective team member.
- * (29) Follow attendance, punctuality and proper dress rules.
- * (30) Maintain confidentiality regarding school/workplace matters.
- * (31) Maintain expertise in assigned area.
- * (32) Manage time efficiently.
- * (33) Model and maintain high ethical standards.
- * (34) Participate in cross-training activities as required.
- * (35) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (36) Prepare all required reports and maintain updated and accurate records.
- * (37) Represent the District in a positive and professional manner.

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- *(38) Respond to inquiries and concerns in a timely manner.
- (39) Perform other duties as assigned.
- *(40) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 12

Adopted: 8/2/11

Revised: 3/1/22