

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: DISTRICT TECHNOLOGY HARDWARE SPECIALIST**

### **BASIC FUNCTIONS:**

Under the direction of the Technology Coordinator, install, repair and maintain a wide variety of technology equipment.

### **REPRESENTATIVE DUTIES:**

Troubleshoot computer hardware equipment failures; coordinate installation and relocation of technology equipment with appropriate district technology staff.

Install new equipment into existing technological environment as assigned; perform technical and complex repair and maintenance duties in the care of technology equipment.

Disassemble faulty equipment and determine source of malfunction; remove defective parts; install new parts as appropriate; verify proper operation.

Assemble, install, test, troubleshoot, repair and maintain technology equipment.

Develop and maintain a working knowledge of all existing and new hardware applications to be implemented.

Provide training on basic hardware functions; instruct users on proper care of technology equipment.

Work in conjunction with vendors to pull cable for telephone, computer, video cable, audio and related equipment.

In accordance with district specifications, order and obtain parts and supplies as needed.

Maintain a variety of records and lists on work orders, requisitions, and modifications to hardware and network equipment.

Work from sketches, plans, drawings, blueprints and specifications.

Assure compliance with federal, state and local electronic codes and appropriate safety procedures.

May assemble, install, test, troubleshoot, repair and maintain video and electronic equipment as assigned.

Work with Technology Software and Training Specialists to coordinate installation, repair and relocation of technology hardware equipment.

Act as liaison with vendors, schools, departments and other agencies regarding technology hardware.

Develop and maintain good working relationship with all technology users.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Technology and data communication theory and practices.

Safety measures and precautions.

Methods, equipment and materials used in the maintenance and repair of technology equipment.

Proper methods of storing equipment, materials and supplies.

Technical aspects of field of specialty.

Theory of operation for PC's, monitors, television and video devices.

Record-keeping techniques.

##### ABILITY TO:

Perform skilled work in the repair, maintenance and installation of a wide variety of existing and new hardware technology equipment.

Analyze and interpret equipment specifications.

Operate electronic measuring instruments and test equipment.

Operate hand and power tools in a safe and correct manner.

Maintain inventory and order supplies and parts.

Maintain records and lists.

Work cooperatively and effectively with others.

Analyze situations accurately and adopt an effective course of action.

Work from sketches, plans, drawings, blueprints, and specifications.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment. Move objects weighing up to 80 pounds using safe and proper methods and/or equipment.

Work independently within District specifications.

Plan and organize work.

Complete assignments in an efficient and timely manner.

Instruct employees on proper care of technology equipment.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in a wide variety of technology equipment repair and four years experience in the maintenance of technology equipment.

#### LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California drivers' license is required. Use of own insured vehicle may be required.

WORKING CONDITIONS:

Shop, school and office environment; subject to lifting and climbing and exposure to high voltage and currents.

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