POSITION DESCRIPTION

TITLE: Hardware Installation Technician
LOCATION: Administrative Service Center
REPORTS TO: Coordinator, Technology Project and Services
DEPARTMENT: Communications and Information Resources

SUMMARY STATEMENT:
Under the supervision of the Coordinator of Technology Project and Services, the Hardware Installation Technician will research and test new equipment and provide development of installation processes, installation and tracking of software, hardware and related peripherals.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Perform initial operating system image build, testing, and maintenance of computer systems.
3. Configure and install computer operating systems, software applications, and hardware drivers.
4. Schedule the setup of computer hardware using software planning tools.
5. Perform preventative as well as ongoing maintenance on microcomputers.
6. Perform preliminary troubleshooting of microcomputer hardware and software.
7. Provide technical documentation of procedures as required.
8. Provide support for electronic mail and related databases.
9. Create hardware inventory reports as requested and keep inventory up-to-date.
10. Coordinate resources, workers, and tools for the scheduling and installation of computer hardware and software.
11. Communicate with vendors, staff, and users regarding the arrival and installation of computer hardware and software.
12. Perform complete hardware and software installation of new computers in end user areas.
13. Travel from location to location in order to perform tasks.
14. Assist in training student workers as necessary.
15. Transport students and other workers to job sites.
16. Perform First Aid/CPR when necessary.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting (Up to 33%)</td>
<td>Walking (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
<tr>
<td>Standing (66-100%)</td>
<td>Reaching (66-100%)</td>
<td>Pushing/Pulling (66-100%)</td>
</tr>
<tr>
<td>Bending/Stooping (33-66%)</td>
<td>Writing (33-66%)</td>
<td>Lifting/Carrying Up to 50 lbs. (33-66%)</td>
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<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Driving (66-100%)</td>
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</table>

MENTAL DEMANDS REQUIRED:
Verbal Communication (66-100%)  Written Communication (33-66%)  Reasoning (66-100%)
Math (33-66%)  Training (Up to 33%)  Problem Solving (66-100%)
Multiple Concurrent Tasks (66-100%)  Constant Interruptions (66-100%)  Detailed Work (66-100%)
Confidentiality (66-100%)  Reading Documents (66-100%)  Customer Contact (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Macintosh, IBM/PC (clone), telephone, typewriter, copy machine, FAX machine, 10-key/calculator, printers, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Demonstrated ability to work independently with a minimum of supervision.
2. Must possess working knowledge of generally accepted computer hardware repair practices.
3. Demonstrated ability to communicate effectively with students, staff, and the general public.
4. Working knowledge of Macintosh and IBM/PC hardware and software preferred.
5. Working knowledge of modems and communications software preferred.
6. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated ability to handle multiple priorities at one time.
9. Demonstrated organizational skills and a commitment to follow through.
10. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
12. Must be able to travel from location to location to accomplish tasks.
13. Must possess a current valid motor vehicle license.
14. Must be able to be insured through the District’s insurance carrier.
15. Must be at least 21 years of age to acquire and keep current a Type II driver’s license in order to transport students. Driving abstracts will be required.
16. Must possess current First Aid/CPR certification, or be able to acquire within 30 days.

260-261  Days Per Year (Includes Holidays)
8    Hrs. Per Day

PSE: _____________________________  Date: ________________

District: __________________________  Date: ________________

Revised Date: 09/01/2007
Classification: Professional Technicians (PSE)
Class: Class VIII
Display on Web? Yes

Hardware Installation Technician