

MICRO-COMPUTER REPAIR TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing regularly scheduled routine preventative maintenance of micro-computers and printers and the repair and installation of micro-computer boards. The incumbent also sets up computer equipment and installs basic software packages. The work is performed under the general supervision of higher level administrative staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules and performs routine cleaning and maintenance of micro-computers, monitors and printers;
- Checks equipment for wear and general condition on a routine basis;
- Sets up and relocates computer equipment;
- Installs cable and connections to new and/or existing network sites;
- Maintains a stock of commonly needed repair items;
- Diagnoses and repairs problems with micro-computer boards and replaces boards;
- Installs additions and replacement components, sound boards, video boards, disk drives, and memory;
- Stores and maintains inventory of surplus equipment;
- Packages and ships equipment, supplies, and software;
- Installs basic software and formats and copies disks;
- Runs virus protection and security check software;
- Maintains records related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of diagnosis, maintenance and repair of micro-computers and related equipment such as printers; working knowledge of software packages commonly used for micro-computers; skill in the use of electrical and mechanical tools and testing equipment; ability to perform routine preventative maintenance and repair of micro-computers and related equipment; ability to understand and interpret technical material; ability to prepare and maintain records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either** (A) Successful completion of a course in micro-computer repair from a recognized technical business or training school;
- Or** (B) One year of experience in the maintenance and repair of micro-computers and related equipment;
- Or** (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Competitive Class

ADOPTED 09/06/96 Personnel Officer