



# School District #49 (Central Coast)

Posting # S392-24/25

July 22, 2024

## **Temporary Computer Technician 1 (8 hours/day)**

**August 26, 2024 to June 30, 2025**

***Internal/External***

### **Summary**

Under the direction, supervision and evaluation of the Secretary Treasurer/Designate, the Computer Technician 1 is responsible for the network maintenance and upgrading of the wide area and local area networks within the District schools and other facilities. The Computer Technician 1 is the immediate contact for any problems related to School District networks and the operation of the Provincial Learning Network (PLN). The installation, maintenance and upgrading of all networks and computers in the District is to be guided by the Computer Technician 1, and such tasks are to be conducted independently or with the assistance of a supervised technician.

### **Duties**

- Maintains, installs and guides the functioning of the technology infrastructure within the School District
- Repairs, maintains and configures School District computers and related equipment including installing hardware and software
- Directs and repairs or performs such repairs, including preventative maintenance activities, on network components and computer in the School District
- Guides a process for the selection and evaluation of new hardware and is a resource as to how software can be utilized in the District
- Coordinates with the Principal, Special Education, Student Learning and Technology, the setting of budgetary expenditures related to the installation and maintenance of networks and computers in the School District and initiates the purchase orders related to that established budget
- Administers a work order system based on requests and needs generated in the School District
- Administers an inventory system for all networks and computer needs, including information related to security and user protocols
- Assures that the Computer Technology workshop areas is a safe work environment
- Maintains the stores of hardware and software necessary for installations and repairs in the School District and advises the Principal, Special Education, Student Learning and Technology of any needs pertinent to networks and computers
- Maintains and records the work logs related to the position and supervised assistants
- Performs all duties with a level of interpersonal skills appropriate to the position
- Maintains the confidentiality of sensitive information seen or heard
- May be required to perform other job-related duties as assigned by the Principal, Special Education, Student Learning and Technology

### **Required Qualifications**

- Grade 12 education or equivalent
- Certification in Microsoft products (MSCE, MCP)
- Up to one year of post-secondary training in computer technology or equivalent experience
- Up to two years of successful experience working with PC computers in business, industry or School District setting
- Demonstrated skills related to computer hardware, knowledge of all Windows based operating systems and knowledge of Microsoft Office applications
- Demonstrated problem solving skills and the ability to understand and carry out verbal and written instructions
- Ability to work with limited supervision and ability to use judgment when providing information
- Excellent interpersonal, organizational, and communications skills
- Willing to work flexible hours up to a 40 hour work week
- Valid BC drivers license in good standing
- WHMIS certification
- Willingness to upgrade skills on the job and by attending in-service training
- Physically capable of performing the duties of the position

This position is included in the Central Coast Non-Teaching Staff Association with a starting wage of \$29.45 per hour. Non-qualified applicants will be remunerated at the Computer Technician 2 rate of \$25.06 per hour. A successful Criminal Record Check must be completed prior to acceptance of employment.

Please forward your resume by 4 PM on August 12, 2024 to: [tmoren@sd49.ca](mailto:tmoren@sd49.ca)

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Secretary Treasurer  
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Only Applicants shortlisted will be contacted.

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