



School District #49 (Central Coast)

Posting # S401-24/25

September 5, 2024

Temporary Computer Technician 2 (8 hours/week)

September 16, 2024 to June 30, 2025

Internal/External

Summary

The Computer Technician 2 is responsible for the general maintenance and upgrading of the computers and servers at all facilities in the School District as directed by the Computer Technician 1. Both the Computer Technician 1 and Computer Technician 2 are under the supervision of the Secretary Treasurer/Designate.

Duties

- Repairs, maintains and configures School District computers and related equipment including the installation hardware and software as a team or isolated worker
- Performs on-site repairs and preventative maintenance in the District schools and offices
- Notifies the Computer Technician 1 of any hardware and software problems that could require maintenance and or other attention
- Maintains the Computer Technology Workshop area as a safe work environment
- Advises the Computer Technician 1 as to the status of the supplies of computer hardware, software and other relevant materials in the workshop
- Maintains and records the work of this position in the School District work order system
- Contributes to maintaining an equipment and software inventory system and work order structure
- Performs all duties with a level of interpersonal skills appropriate to the position
- Maintains the confidentiality of sensitive information seen or heard
- Conducts all activities in compliance with District policies and workplace ethical standards
- May be required to perform other job-related duties as assigned by the Computer Technician 1.

Required Qualifications

- Grade 12 education or the equivalent.
- Successful post secondary training in computer technology up to six months or equivalent.
- Proven certification in Microsoft products that meet or exceed the requirements of the job.
- Up to one year experience working with desktop and server computers in business, industry or a school district setting.
- Proven skills related to computer hardware, knowledge of all Windows based operating systems and knowledge of Microsoft Office applications.
- Appropriate problem solving skills related to computer and software applications and the ability to understand and carry out verbal and written instructions, including the interpretation of technical manuals.
- Ability to work with limited supervision and ability to use judgment when providing information.
- Excellent interpersonal, organizational, and communications skills.
- Valid BC drivers license in good standing.
- WHMIS certification.
- Willingness to upgrade skills on the job and be prepared to attend in-service training related to software or equipment when so directed.
- 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 \$25.81 per hour. A successful Criminal Record Check must be completed prior to acceptance of employment. Please forward your resume by 4 PM on September 13, 2024 to:

Jeanne Saulnier

Secretary Treasurer

PO Bag 130, Hagensborg, BC V0T 1H0

Phone: (250) 982-2691 Fax: (250) 982-2319

Email: tmoren@sd49.ca

Only Applicants shortlisted will be contacted.

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