

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PC /AV TECHNICIAN

PAY GRADE: C-8

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Performs technical work in diagnosing and troubleshooting PCs and printers. Installation and maintenance of PC hardware and software. Maintain and repair audio-visual equipment.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Minimum of one year of college (30 college credits) toward a Computer Science or related degree preferred. One year of verifiable work experience with PC computer systems may be substituted for the college requirement.
2. Years of experience in the field: Minimum of 6 months experience in the installation and maintenance of PC computer systems. Experience with IBM PC's and Microsoft software preferred.
3. Special skills or abilities related to position: Must be able to set up new PC's and connect them to college network with minimal supervision. Must be able to perform routine and preventative maintenance on audio-visual equipment. Must be able to adhere to the standards provided by the Network Engineer. Must possess good oral and written communications skills. Ability to establish and maintain effective work relationships with department officials and other employees.

ESSENTIAL JOB FUNCTIONS:

1. Diagnoses and troubleshoots computers and printers.
2. Installs new PC hardware and software at all college sites.
3. Keep abreast of new hardware and software coming on the market.
4. Assist Computer Operator with receiving new equipment.
5. Assist Network Engineer with installing and troubleshooting network wiring and hardware.
6. Respond to service requests on audio-visual equipment (such as overhead projectors, sound systems or filmstrip/slide projectors).

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

2/05/03

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Heavy (over 44 pounds) lifting and carrying.
- Walking.
- Standing.
- Sitting.
- Stooping.
- Crawling.
- Climbing.
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.
- Travels around campus and to other college locations.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Computer Center

SUPERVISOR OF POSITION: Data Center Manager