

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PC /AV TECHNICIAN

PAY GRADE: T-1

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

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

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

### 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 the position: Must be able to set up new PC's and connect them to the 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 communication skills. Ability to establish and maintain effective work relationships with department officials and other employees.

### ESSENTIAL JOB FUNCTIONS:

1. Diagnose and troubleshoots computers and printers.
2. Install 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.

ESSENTIAL JOB FUNCTIONS (Continued):

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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (40 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.

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: Ocala Campus

SUPERVISOR OF POSITION: Manager of Desktop Support or Designated Supervisor