

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

JOB DESCRIPTION

TITLE: M-3 Skilled Maintenance, Technical Maintenance

REPORTS TO: Director of Technology

JOB SUMMARY: The primary responsibility is to repair and maintain school district Macintosh and IBM clone microcomputers. This includes monitors, printers, disk drives, CD ROM drives, power supplies and other peripheral equipment. Other responsibilities shall include testing and troubleshooting networks, making and testing cables, keeping records and other duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Diagnose, repair and maintain district Apple, Apple Macintosh and DOS/Windows based microcomputers, monitors, laser printers, dot matrix printers, bubble jet printers, disk drives, CD ROM drives, power supplies interface cards and networking equipment, etc.
2. Other responsibilities shall include the maintenance and repair of AV and TV equipment, VCR's, amplifiers, intercoms clock systems and any other associated equipment.
3. Must be competent in using various types of test equipment and be able to interpret the results.
4. Must demonstrate the proper use of tools and be proficient at soldering and desoldering. Making up assorted cables using various types of connectors.
5. Must have appropriate skills to troubleshoot and repair mechanical problems.

QUALIFICATIONS: Associates degree in electronics from a college or accredited technical school; two years of servicing microcomputers and peripheral equipment preferred; communication skills; pleasing personality. Understanding of electronics and digital concepts; proficient at component level troubleshooting, reading schematics, and diagnose circuits using test equipment; mechanical skills and dexterity to be able to troubleshoot and repair delicate mechanical mechanisms.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Support staff; Custodial/Maintenance 12 month classification. Cabinet Code – N.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

7/27/06-bac