

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

Info Services – **Computer Technician ELECTRICIAN TQ**

Rate of Pay: **Band 16**

Location: **District**

SUMMARY

- Installs, alters, repairs, and maintains electrical systems and equipment and provides maintenance services related to the repair, alteration and construction of District buildings and equipment.
- Optimizes network infrastructure from end to end.
- Provides guidance to other department members on IT infrastructure and problem resolution.
- Plans & handles project implementation & assists in the creation of a service-oriented network architecture
- Provides technical advice, services, installs, alters repairs and maintains District computer hardware, software and communication systems, automated building controls and security systems.

DUTIES & RESPONSIBILITIES

- installs, upgrades and maintains, telephony and network infrastructure, computer and public address systems, switches and plugs.
- tests, analyzes and verifies, telephony and network infrastructure, computer and public address systems electrical services, lighting systems, switches and plugs.
- creates electronic solutions to information distribution
- keeps abreast of developments in technology and assists co-workers in this area
- designs, installs and maintains LAN and WAN architecture
- researches products & makes recommendations for the purchase/disposal of computer equipment
- periodic supervision of summer students or Computer Technician I
- reads and interprets drawings and specifications, determines material and labour requirements, reports on work in progress, and proposes changes in plans and schedules as required
- loads and unloads vehicles and transports materials and equipment as required
- operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools
- orders parts and equipment and maintains related paperwork
- ensures quality workmanship and safety of work sites and maintains safety standards on completed work
- directs and advises other employees pertaining to this trade
- assists in the development of procedures related to computer and electronics usage
- assists other-staff as needed
- Assists with installations, upgrades and maintenance of electrical, heating, ventilating and air conditioning systems and related controls, fire alarm systems, intrusion alarm systems, electrical services, lighting systems, and clocks
- Assists with testing, analysis, verification and repairs electrical problems in heating, ventilation, and air conditioning systems
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- valid B.C. Trades Certification as an Electrician
- Related IT Certification e.g. A+, N+ and MCP
- BC Driver's License - Class 5 Full Privileged with an exemplary driving record as demonstrated by a current driver's abstract
- WHMIS 2015 and familiarity with Work Safe BC (WCB) safety procedures

EXPERIENCE

- experience gained through Trades Qualification apprenticeship program inclusive of 2 years industry related experience

- current relevant work experience, including two years of networking and communications infrastructure (LANs, WANs and the Internet)
- successful project design and implementation experience

SKILLS & ABILITIES

- ability to read and interpret drawings and specifications
- ability to perform a variety of skilled tasks in the installation and maintenance of computer, network and electrical/electronic systems and equipment
- ability to install and troubleshoot peripheral equipment
- ability to load and configure software and resolve software conflicts
- ability research problems using a variety of sources
- thorough & current knowledge of the standards, practices, regulations, methods, tools & equipment of the electrical trade, telephony, network and computer systems
- ability to work on multiple projects at the same time
- ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information
- ability to use judgement and initiative in identifying, adapting and applying procedures and approaches to address unusual problem situations and resolve most conflicts
- physical capability to perform the job duties, including the willingness and ability to become certified in tower climbing

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.
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