

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MICROCOMPUTER REPAIR TECHNICIAN

BASIC FUNCTION:

Under the direction of the Computer Operations Supervisor, inspect, repair and maintain microcomputer terminals and peripheral equipment campus wide.

REPRESENTATIVE DUTIES:

Inspect, repair and maintain microcomputer terminals and peripheral equipment campus wide; maintain familiarity with a variety of maintenance techniques. *E*

Requisition parts and components from vendors; maintain accurate records of requisitions and adequate stock levels of commonly used parts. *E*

Establish and provide a scheduled program of preventative maintenance of microcomputers and related equipment. *E*

Operate microcomputers and a variety of specialized testing and diagnostic equipment used in computer repair and maintenance. *E*

Service computers for campus departments on an "on call" basis.

Communicate with vendors, suppliers and other organizations regarding the price and availability of parts; recommend expenditures for parts and equipment as necessary.

Maintain current knowledge of technological advances in computer hardware and software.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced Electronic theory.

Media diagnostic methods and procedures.

Electronic test equipment such as oscilloscopes, meters, curve tracers and transistor testers.

Use of hand tools, soldering and desoldering equipment.

Unix operating system (language).

Basic software (DOS, Data Base, Lotus, Appleworks).

Operation and repair of microcomputers and related equipment.

Record-keeping techniques.

Oral and written communication skills.

March 1995

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Technical aspects of field of specialty.
Interpersonal skills using tact, patience and courtesy.
District organization, operations, policies and objectives.

ABILITY TO:

Diagnose problems and repair microcomputers and related peripheral equipment.
Read electronic schematics.
Train and provide work direction to others.
Maintain records and prepare reports.
Operate a variety of electronic test equipment.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Understand and follow oral and written directions.
Work cooperatively with others.
Align disk drives.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in electronics and two years increasingly responsible microcomputer repair experience.

WORKING CONDITIONS:

ENVIRONMENT:

Repair shop and microcomputer repair lab environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and standard office equipment.
Seeing to observe students in the lab.
Hearing and speaking to exchange information and provide instructions.
Standing for extended periods of time.

HAZARDS:

Extended viewing of computer monitor.