

PC Technician

The PC Technician reports to the Information Systems Director. The PC Technician must have excellent computer skills and be knowledgeable in computer systems repair as well as fundamental networking concepts. The PC Technician should possess a A+ Certification

The following is a brief summary of some (not all) of the responsibilities of a PC Technician:

- Repair and/or replace hardware components in a PC as directed by the MIS Director.
- Troubleshoot hardware/software conflicts on stand-alone and networked computer systems and advise the IT Director.
- Maintain an inventory of all computer equipment owned and leased by the company.
- Setup a Hardware TAG ID system and periodically inspect job site computer systems to maintain it.
- Setup new PC systems (hardware and software) for new hires.
- Install hardware and software upgrades/updates as directed by the IT Director.
- Respond to computer related problems with hardware and software at all sites and the Main Office as directed by the IT Director.
- Maintain a database of individual PC trouble sheets to be used for references.
- Evaluate new hardware and software as directed by the IT Director.
- Assist in the training of all employees (as required) on the use of their computer system and the installed applications.
- Maintain and repair printers in headquarters and field sites as the need arises.