

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Technology Services Technician**

**SUMMARY**

Under direction, installs, configures, and maintains local area networks, software, hardware and related technology; provides technology support to district end-users.

**DUTIES**

- Installs configures and maintains Windows and iOS device management systems
- Installs, configures, monitors, troubleshoots and maintains software on district devices and systems
- Investigates and provides diagnostic and preventative maintenance and repairs on computer hardware and peripherals
- Provides service and support for district hardware, including building, refurbishing and recycling
- Assists with local area networks; installs, configures and maintains network hardware
- Ensures readiness of district devices for surveys and student assessments required by the Ministry of Education and Childcare
- Provides technical support, including responding to emergent situations and minimizing end-user downtime
- Researches and recommends parts, equipment and software and liaises with vendors or third-party service providers as required
- Assists with technical data integrity and security of confidential information in accordance with District Policy
- Monitors work order system; responds where appropriate. Maintains appropriate records
- Performs other assigned comparable duties within the area of knowledge and skills required by the job description.

**QUALIFICATIONS**

- Grade 12
- Two-year Information Technology diploma from an accredited post-secondary institution
- Specialized current certifications (eg. Microsoft, Apple and/or network tools)
- Minimum of two years recent and relevant experience in multi-platform environments
- Valid BC driver's license
- Working knowledge of loading/lifting techniques, sufficient strength and agility to perform a variety of manual tasks
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

Or an equivalent combination of training and experience

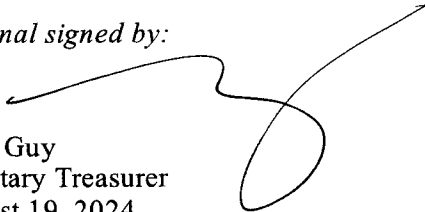
**RELATIONSHIPS**

- Responsible to the Superintendent or Designate

**APPROVED**

On behalf of:  
School District #64 (Gulf Islands)

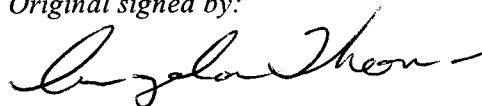
Original signed by:



Jesse Guy  
Secretary Treasurer  
August 19, 2024

On behalf of:  
CUPE Local 788

Original signed by:



Angela Thomas  
President  
August 19, 2024

**Classification: Operations V**

JJEC approved date: ? 2024