

SCHOOL DISTRICT No. 64 (Gulf Islands)
Job Description
Information Technology Technician

SUMMARY

Under direction, installs, configures, maintains and troubleshoots local and wide area networks, software, hardware and related technology; provides technology support to district staff.

DUTIES

- Maintains wide area network services, security and content filtering
- Manages and configures local area networks including software installation and configuration
- Manages user accounts
- Provides service and support for devices and software in use within the district
- In consultation with supervisor(s) and end users, researches, recommends and orders parts, equipment and software
- Maintains appropriate records, including network configurations, software licences and inventory of district equipment
- Monitors work order system; responds where appropriate
- Supervises assistant(s)

Performs other assigned comparable duties within the area of knowledge and skills required by the job description.

QUALIFICATIONS

- Grade 12
- Two year Information Technology program at an accredited post-secondary institution
- Minimum of five years recent and relevant experience in multi-platform environments
- Specialized relevant training, (e.g. Certification in Apple, Microsoft, Cisco, Linux, Palo Alto, Ruckus and/or network tools)
- 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 equivalent combination of training and experience

RELATIONSHIPS

- Responsible to Superintendent or designate

APPROVED:

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

Original signed by:

Jesse Guy
Secretary Treasurer

June 18, 2019

On behalf of:
CUPE Local 788

Original signed by:

Larry Melious
President

June 18, 2019

Classification: Operations VI

JJEC approved date: May 9, 2019