

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: BENCH TECHNICIAN

BASIC FUNCTION:

Under the supervision of the Computer Network Services Supervisor, perform skilled work in the repair and/or routine maintenance of desktop computers, notebooks, tablets and other mobile devices; inspect, test, troubleshoot, and diagnose malfunctions; repair and/or replace faulty components; assist staff in the proper use and maintenance of equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform skilled work in the repair and/or routine maintenance of desktop computers, notebooks, tablets and other mobile devices; inspect, test, troubleshoot, and diagnose malfunctions; repair and/or replace faulty components; perform quality inspections of all completed processes.

Operate a variety of tools and electronics testing equipment such as oscilloscope, digital multi-meter, logic probe, tracker, soldering iron, drivers, picks, wire splice pliers, strippers, etc.

Read, interpret and understand schematics, diagrams and technical manuals.

Estimate labor, material and equipment needed for assigned projects; order, receive and maintain inventory of materials and equipment.

Maintain various records related to work orders and assigned activities; operate a computer and assigned software.

Communicate with district staff and various outside agencies to exchange information and resolve repair issues; assist staff in the proper use and maintenance of equipment.

Maintain work area in a safe, clean and orderly condition.

Perform help desk functions during peak times or in the absence of the Help Desk Technician.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, testing devices and equipment used in the repair and/or routine maintenance of PC, Chromebook and Apple computers, notebooks, tablets and other mobile devices.

Electronics tools and testing equipment such as oscilloscope, digital multi-meter, logic probe, tracker, soldering iron, drivers, picks, wire splice pliers, strippers, etc.

Technical aspects of electronics repair

Principles, practices and techniques of preventive and routine electronics maintenance.

Oral and written communication skills.

Record-keeping techniques.

CLEARANCES:

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen