

# AgriLife Position Description

0356  
COMPUTER MAINTENANCE TECHNICIAN III  
11/01/01

## *SUMMARY*

**General Description:** Performs a full range of maintenance, troubleshooting, and repair of various types of computer equipment and provides limited training to more junior Computer Maintenance Technicians and limited supervision of Student Workers.

## *DUTIES*

**Typical:** Performs on-site and off-site troubleshooting, repair, and upgrade on microcomputer equipment to include interpretation of microcomputer self-diagnostic information, operation of various hardware and software diagnostic test equipment, installation, configuration, and operation of various computer operating systems, initialization of hard drives, backup and recovery of hard drive data, flash BIOS of system board, installation and configuration of computer hardware upgrades, performing limited troubleshooting of analog circuits to the component level and performing limited monitor repairs; performs on-site and off-site troubleshooting, repair, and upgrade on printer and equipment to include performing local and network printer tests, installation of maintenance kits, running printer error logs, testing serial, parallel, and network ports, performing printer self tests and interpreting error codes; performs complex administrative functions to include providing project status reports, development and maintenance of good customer and vendor relations, following vendor warranty procedures and utilizing departmental inventory control procedures; performs the following core duties: provides limited job training to more junior Computer Maintenance Technicians; uses and modifies standard references, resource, procedural materials, and assistance from more senior staff to resolve problems; ensures that all work is accurate and in compliance with departmental or project quality standards; develops higher levels of technical skill and knowledge by participating in on-the-job-training, formal education, or other professional development activities; and provides limited supervision of student workers; performs related duties as required.

## *SUPERVISION*

**Received:** Receives general instruction and occasional review from administrative supervisor.

**Given:** Limited training to more junior Computer Maintenance Technicians and limited supervision of Student Workers.

## *EDUCATION*

**Required:** Associate degree in electronics technology, or certificate of advanced electronics technology training, or any equivalent combination of training and experience. One year of job related experience may substitute for one year of education.

**Preferred:** None.

## *EXPERIENCE*

**Required:** Three years of experience in the maintenance, troubleshooting, and repair of computer equipment.

**Preferred:** None.

## *LICENSES, CERTIFICATES OR REGISTRATION*

**Required:** None.

**Preferred:** Industry recognized certification such as A+ Certification.

## *KNOWLEDGE, ABILITIES AND SKILLS*

**Typical:** None