CLASS TITLE: TECHNOLOGY SUPERVISOR/COORDINATOR

BASIC FUNCTION:

Under the direction of the Executive Director and Director-Operations, plan, organize, control and direct the Technology Department; coordinate and direct projects, resources, services, personnel and communications to meet school technology needs and assure smooth and efficient activities; Monitor, analyze, identify and adjust activities and systems in response to the technological needs of the school; direct the development and maintenance of a networked information system; direct, manage and evaluate instructional, information, technology and communication services and instructional integration; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct the Technology Department; develop, implement and evaluate long-range goals for the application of computers and technology in instructional programs and administrative offices; monitor progress toward goal attainment; coordinate technology priorities.

Coordinate and direct projects, resources, services, personnel and communications to meet school technology needs and assure smooth and efficient activities; establish and maintain time lines and priorities; direct the development, implementation and coordination of technology plans, strategies, infrastructure, systems, projects, programs, services, goals, objectives and an integrated Technology Plan aligned with the PCHS Long Term Strategic Plan and education mission.

Monitor, analyze, identify and adjust activities and systems in response to the technological needs of the school; provide leadership in the strategic planning, implementation and enhancement of academic and administrative computing, networking and user support in response to the needs of student and staff; collaborate with other administrators to develop a coordinated, efficient and integrated approach to the use of technology in administrative, teaching and learning areas.

Direct the maintenance and improvement of the school's integrated information system; plan, organize, control and direct the installation, configuration, design and modification of computer, telecommunication and network systems, web sites, hardware, software, databases and applications; assure proper investigation, troubleshooting, diagnosis and repair of system, hardware, software, network, web site, telecommunication system and other technology malfunctions.

Monitor and analyze technology programs, systems and activities for financial effectiveness, operational efficiency and capacity to meet the needs of students and staff; develop and maintain key performance indicators; direct the development and implementation of policies, procedures, processes, methods and programs to enhance the financial effectiveness, operational efficiency and capacity of the Department to meet student and staff needs.

July 2017

Assure adequate technology resources to meet the needs of the school; monitor, analyze and identify technology acquisition and replacement needs and requirements; oversee the development of the comprehensive inventory and replacement plan for technology equipment and other resources; administer a financial planning model for the replacement of campus technology.

Direct the development and maintenance of a networked information system including feasibility studies, systems analysis and design, computer programming, conversion of data, instructional technology, and information storage and retrieval; assist in the development of standards of hardware and software use; manage users on the servers; oversee the maintenance of the e-mail server/program.

Direct, manage and evaluate instructional, informational and communication services; obtain maximum educational and administrative benefits from information and communication technologies.

Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of the wide-area networks (WANs) and local area networks (LANs); resolve network related problems.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Determine technology needs; evaluate potential products and services and assure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.

Coordinate a program for the systematic review and selection of technology hardware and software; develop standards for the purchase of hardware and software to support the instruction and management information systems.

Manage the acquisition, installation, maintenance and repair of information and communications technology equipment; negotiate bids for service, installations or other services as needed.

Collaborate with educators in developing and implementing methods and procedures for enhancing technological integration and meeting established goals; oversee the preparation and scheduling of technological integration; assure inventory of proper materials is sufficient to meet needs; develop programs to identify needs in instructional practices and curriculum and staff development.

Provide technical expertise, information and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Serve as technical and administrative resource to operational and instructional users; provide technical support for telephone system hardware and software.

Communicate with other administrators, personnel, vendors, service providers, and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Communicate with staff and architects regarding the design for an implementation of technology in classrooms, libraries, and offices; develop technology specifications for facility infrastructures.

Provide support in planning and implementing professional development activities involving information and communication technologies; design and implement in-service programs to support the integration of technology in the classroom and office; provide leadership and training in optimizing the effectiveness and efficiency of operations through the use of technology.

Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; seek partnerships and funding, both private and public, to support the technology program.

Operate a computer, assigned software programs and related peripherals; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends, development and research.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the Technology Department.
Understanding of technology integration pedagogy within a high school.
Knowledge of technologies used for diverse demonstrations of knowledge.
Computer languages and programming fundamentals.
Principles and operations of LANs and WANs, data communication systems and related software.
Installation, maintenance and repair of information systems equipment.
Technology and computer software supports related to instruction and administration.
Operational characteristics and requirements of personal computers and networks and related peripheral equipment for Windows, Apple and other platforms.
Use of various computer systems and software and their application to established needs.
Principles, practices and languages used in communication-oriented computer systems.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.

July 2017

Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:
Plan, organize, control and direct the Technology Department.
Collaborate with administrators to articulate and implement a technology mission aligned with the PCHS Long Term Strategic Plan.
Direct the development and maintenance of a networked information system.
Direct, manage and evaluate instructional, informational and communication services.
Supervise the performance of assigned personnel.
Plan and implement the installation and use of technologies in an educational system.
Communicate effectively both orally and in writing.
Conduct effective professional development in information technologies.
Maintain current knowledge of technological advances in the field.
Design, install, configure, and maintain the WANs and LANs.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology, computer science or related field and four years increasingly responsible experience in network management and the administration and maintenance of management information systems including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Driving a vehicle to conduct work.
Working on and around ladders.

July 2017

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials and view a computer monitor.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: INFORMATION TECHNOLOGY TEAM SUPERVISOR

BASIC FUNCTION:

Under the direction of the Manager-Technology, organize and direct operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems; oversee and participate in the planning, design, set-up, development and modification of computer and network systems; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize and direct operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems; prioritize installation, maintenance and repair needs, coordinate project assignments and establish time lines.

Oversee and participate in the planning, design, set-up, development and modification of computer and network systems; supervise the design, installation, operation, maintenance and repair of Local Area Networks (LANs) and Wide Area Networks (WANs); assure proper installation of server and work station software and test applications to assure proper operation.

Train and evaluate the performance of assigned staff; interview and select employees, and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy and completeness; schedule staff to meet technology needs, priorities and time lines.

Oversee the installation, configuration, upgrading and operation of a variety of hardware, software and equipment including cabling, servers, hubs, routers, switches and applications to enhance and assure proper operation of assigned computer systems.

Perform a variety of network administration activities including establishing and maintaining user accounts, email accounts, internet connectivity, back-ups, domains and workgroups, intranet, and designated programs and systems.

Communicate with various staff, faculty and administrators to coordinate activities, exchange information and resolve issues and concerns; communicate with various vendors to discuss warranties and service contracts and make arrangements for repairs or replacements as needed.

Troubleshoot network problems involving routing, communications, connectivity, network operating systems, printing, mass storage servers, print servers, memory management and other applications; conduct appropriate diagnostic testing on computers utilizing appropriate diagnostic tools.

June 2014

Provide consultation concerning computer systems, equipment and malfunctions; provide technical troubleshooting, determine type of request, diagnose and provide solutions; provide information concerning related practices and procedures.

Coordinate communications and information between other departments to meet computer hardware, software, peripheral equipment and network system needs; prepare and distribute related correspondence.

Operate a variety of technical equipment including testers, meters, analyzers and a variety of hand and power tools; drive a vehicle to conduct work.

Communicate with personnel to exchange information, coordinate activities and programs and resolve issues or concerns.

Prepare and maintain a variety of records and reports related to projects, work orders, equipment, systems, personnel, financial activity and assigned duties.

Research and evaluate new technologies for possible implementation within the contracted school districts; provide technical advice concerning the purchasing and implementation of new technologies.

Oversee inventory functions for assigned technology areas; monitor inventory levels of computer system parts and equipment; order, receive and assure adequate inventory levels of parts and equipment to meet operational needs of the department; oversee the preparation of related purchasing documents.

Monitor and assess assigned technology functions for effectiveness and operational efficiency; provide input concerning the development and implementation of departmental programs, goals, objectives, policies and procedures.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and direction of operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems.
Principles, methods and procedures of operating computers, networks and peripheral equipment.
Policies and objectives of assigned programs and activities.
System utilities and design and program applications.
Materials, methods and tools used in the operation and repair of computer systems.
Principles, theories and techniques of LAN and WAN design.

Advanced knowledge of software programs.
Principles and techniques of systems and network analysis.
Computer hardware systems and software applications utilized.
Principles and practices of supervision and training.
Record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Technical aspects of field of specialty.

ABILITY TO:
Organize and direct operations and activities related to the installation, configuration, maintenance, troubleshooting, diagnosis and repair of computer hardware, software, peripherals and network systems.
Oversee and participate in the planning, design, set-up, development and modification of computer and network systems.
Train and evaluate the performance of assigned personnel.
Prioritize installation, maintenance and repair needs.
Supervise the design, installation, operation, maintenance and repair of LANs and WANs.
Supervise desktop support and help desk staff to assure smooth, efficient and reliable repairs.
Assure proper installation of server and work station software.
Organize, establish and maintain a data management, storage and retrieval system.
Provide consultation to personnel and others concerning computer systems, equipment and malfunctions.
Oversee inventory functions for assigned technology areas.
Maintain current knowledge of technological advances in the field.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Type or input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in computer science or related field and three years increasingly responsible experience with advanced databases and word processing equipment and software.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

June 2014

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Driving a vehicle to conduct work.
Working on and around ladders.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials and view a computer monitor.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects.
Reaching overhead, above the shoulders and horizontally.

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: INFORMATION TECHNOLOGY (IT), DIRECTOR

BASIC FUNCTION:

Under the direction of the Executive Director and Director of Operations, plan, organize, control and direct the Technology Department; coordinate and direct projects, resources, services, personnel and communications to meet school technology needs and assure smooth and efficient activities; Monitor, analyze, identify and adjust activities and systems in response to the technological needs of the school; direct the development and maintenance of a networked information system; direct, manage and evaluate technology and communication services and instructional integration; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct the Technology Department; develop, implement and evaluate long-range goals for the application of computers and technology in administrative offices; monitor progress toward goal attainment; coordinate technology priorities.

Coordinate and direct projects, resources, services, personnel and communications to meet school technology needs and assure smooth and efficient activities; establish and maintain time lines and priorities; direct the development, implementation and coordination of technology plans, strategies, infrastructure, systems, projects, programs, services, goals, objectives and an integrated Technology Plan aligned with the PCHS Long Term Strategic Plan and education mission.

Monitor, analyze, identify and adjust activities and systems in response to the technological needs of the school; provide leadership in the strategic planning, implementation and enhancement of academic and administrative computing, networking and user support in response to the needs of student and staff; collaborate with other staff to develop a coordinated, efficient and integrated approach to the use of technology.

Direct the maintenance and improvement of the school's integrated information system; plan, organize, control and direct the installation, configuration, design and modification of computer, telecommunication and network systems, web sites, hardware, software, databases and applications; assure proper investigation, troubleshooting, diagnosis and repair of system, hardware, software, network, web site, telecommunication system and other technology malfunctions.

Monitor and analyze technology programs, systems and activities for financial effectiveness, operational efficiency and capacity to meet the needs of students and staff; develop and maintain key performance indicators; direct the development and implementation of policies, procedures, processes, methods and programs to enhance the financial effectiveness, operational efficiency and capacity of the Department to meet student and staff needs.

August 2017

Assure adequate technology resources to meet the needs of the school; monitor, analyze and identify technology acquisition and replacement needs and requirements; oversee the development of the comprehensive inventory and replacement plan for technology equipment and other resources; administer a financial planning model for the replacement of campus technology.

Direct the development and maintenance of a networked information system including feasibility studies, systems analysis and design, computer programming, conversion of data, instructional technology, and information storage and retrieval; assist in the development of standards of hardware and software use; manage users on the servers; oversee the maintenance of the e-mail server/program.

Direct and manage informational and communication services; obtain maximum educational and administrative benefits from information and communication technologies.

Perform a variety of technical duties involved in the design, installation, configuration, and maintenance of the wide-area networks (WANs) and local area networks (LANs); resolve network related problems.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Determine technology needs; evaluate potential products and services and assure compliance with established objectives, priorities and resources; analyze proposals for technology submitted from various personnel.

Coordinate a program for the systematic review and selection of technology hardware and software; develop standards for the purchase of hardware and software to support the instruction and management information systems.

Manage the acquisition, installation, maintenance and repair of information and communications technology equipment; negotiate bids for service, installations or other services as needed.

Provide technical expertise, information and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Serve as technical and administrative resource to operational and instructional users; provide technical support for telephone system hardware and software.

Communicate with other administrators, personnel, vendors, service providers, and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Communicate with staff and architects regarding the design for an implementation of technology in

classrooms, libraries, and offices; develop technology specifications for facility infrastructures.

Provide support in planning and implementing professional development activities involving information and communication technologies; design and implement in-service programs to support the integration of technology in the classroom and office; provide leadership and training in optimizing the effectiveness and efficiency of operations through the use of technology.

Develop and prepare the annual preliminary budget for the department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; seek partnerships and funding, both private and public, to support the technology program.

Operate a computer, assigned software programs and related peripherals; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends, development and research.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the Technology Department.
Knowledge of technologies used for diverse demonstrations of knowledge.
Computer languages and programming fundamentals.
Principles and operations of LANs and WANs, data communication systems and related software.
Installation, maintenance and repair of information systems equipment.
Operational characteristics and requirements of personal computers and networks and related peripheral equipment for Windows, Apple and other platforms.
Use of various computer systems and software and their application to established needs.
Principles, practices and languages used in communication-oriented computer systems.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:
Plan, organize, control and direct the Technology Department.
Collaborate with administrators to articulate and implement a technology mission aligned with the PCHS Long Term Strategic Plan.
Direct the development and maintenance of a networked information system.
Direct, manage and evaluate instructional, informational and communication services.

Supervise the performance of assigned personnel.
Implement the installation and use of technologies in an educational system.
Communicate effectively both orally and in writing.
Conduct effective professional development in information technologies.
Maintain current knowledge of technological advances in the field.
Design, install, configure, and maintain the WANs and LANs.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology, computer science or related field and four years increasingly responsible experience in network management and the administration and maintenance of management information systems including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Driving a vehicle to conduct work.
Working on and around ladders.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials and view a computer monitor.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling moderately heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.

EDUCATION TECHNOLOGY COORDINATOR

Three (3) periods out-of-the-classroom, no additional stipend

Responsibilities and Duties:

Plan, organize, and coordinate the Education Technology team; develop, implement and evaluate long-range goals for the application of education technology in instructional programs; monitor progress toward goal attainment; coordinate technology priorities.

Develop and maintain an integrated education technology plan aligned with the PCHS Long Term Strategic Plan and education mission; develop a coordinated, efficient and integrated approach to the use of technology in administrative, teaching and learning areas; attend LTSP and other meetings as assigned.

Monitor and analyze Ed-Tech programs, systems and activities for effectiveness and capacity to meet the needs of students and faculty.

Collaborate with educators in developing and implementing methods for enhancing Ed-Tech integration; may coordinate the preparation and scheduling of technological integration; work with IT to assure inventory of proper materials is sufficient to meet needs; develop programs to identify needs in instructional practices and staff development.

Develop and coordinate a program for the systematic review and selection of technology software, subscriptions and licenses; develop standards for the purchase of software, subscriptions and licenses to support instruction and management Ed-Tech information systems.

Prepare and maintain narrative and statistical reports evaluating the effectiveness of current Ed-Tech programs

Communicate with staff regarding the design for an implementation of technology in classrooms

Provide support in planning and implementing professional development activities involving Ed-Tech; design and implement in-service programs to support the integration of technology in the classroom; provide leadership and training in optimizing the effectiveness and efficiency of learning through the use of technology.

Attend and conduct a variety of meetings as assigned; attend conferences and workshops to maintain current knowledge of emerging technological trends, development and research.

Develop a long-range vision for the use of Ed-Tech at PCHS.

August 2017

CLASS TITLE: TECHNOLOGY SUPPORT SPECIALIST I

BASIC FUNCTION:

Under the direction of the Information Technology Team Supervisor, install, maintain and repair computer equipment, peripherals, and networks to prevent service interruption; instruct personnel in the operation of computers, peripherals, and related equipment.

DISTINGUISHING CHARACTERISTICS:

The Technology Support Specialist I is the entry level position in the series. Incumbents provide end user support, cart delivery and tech support, as well as repair of IPads and other mobile devices. The Technology Support Specialist II is the senior level position in the series. Incumbents provide end user support for mixed platform classroom environments, support for more complex technology equipment and network troubleshooting.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Provide helpdesk support for troubleshooting and repairs of classroom and office workstations.

Install, maintain and repair computer equipment and related peripherals; review and prioritize work orders.

Install, configure and assist in the use of various operating systems and software applications; troubleshoot and resolve software and hardware related problems.

Install networks and related equipment; assist schools in the implementation of networks; install hubs, wiring and cables to buildings through walls, attics, and rooftops; install switch decks or hub and set up computers and peripheral equipment.

Provide instruction to personnel in the operation and care of assigned equipment and software; assist schools with the selection and installation of software.

Provide recommendations of replacement and upgrades of operating systems and software; perform upgrades on older computer equipment; maintain records of equipment and malfunctions.

Drive a vehicle to sites to conduct work; maintain related logs and inventory records; prioritize and respond to emergency service calls.

Operate a variety of hand and power tools; perform equipment tests using specialized equipment.

OTHER DUTIES:
Assist other departments on special projects as assigned.

May 2014

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Computer hardware systems, software applications and languages utilized.
Materials, methods and tools used in the operation and repair of computer and network systems.
Record-keeping techniques.
Technical aspects of field of specialty.
Oral and written communication skills.
Laws, rules and regulations related to assigned activities.
Inventory methods and practices.
Proper methods of storing equipment, materials and supplies.

ABILITY TO:
Perform skilled work in the repair, maintenance and installation of a variety of computerized equipment and peripherals.
Provide technical assistance to computer systems users.
Troubleshoot and repair basic system malfunctions and maintain system operation.
Research, analyze and recommend new system software and hardware.
Make routine equipment adjustments and perform routine maintenance.
Communicate effectively both orally and in writing.
Prioritize and schedule work.
Maintain records and prepare reports.
Work cooperatively with others.
Plan and organize work.
Operate a vehicle to conduct work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in computer science or related field and two years experience in the installation, maintenance and repair of computer systems, peripherals and related equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate hand tools, computer keyboards and other assigned equipment.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.
Sitting or standing for extended periods of time.
Lifting and carrying moderately heavy equipment.
Bending at the waist, kneeling or crouching.
Seeing to perform computer repair duties.

HAZARDS:
Working at heights.
Working in a cramped or restrictive work chamber.