

## COMPUTER TECHNICIAN LEADER

### NATURE OF WORK IN THIS CLASS

Leads and performs work in the installation, repair and maintenance of computer equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Leads and participates in the installation, testing, calibration, and maintenance of computers and related equipment and components.

Performs repair tasks requiring a high degree of skill in the electrical trade.

Prepares time and material cost estimates of work projects.

Insures that materials and equipment are properly maintained and that replacement parts are available.

Applies and enforces safe work practices on the job.

Performs other related work as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the standard principles, practices, methods, techniques, tools, and test equipment used in the installation, maintenance and repair of computer equipment and related devices.

Knowledge of computer electronics.

Ability to lead the work of others.

Ability to apply and enforce safe work practices on the job.

Ability to prepare time and material cost estimates of work projects.

Ability to read, interpret and work from blueprints, sketches and diagrams.

Ability to communicate effectively, both orally and in writing.  
Ability to work effectively with the public and employees.  
Ability to prepare and maintain records and reports.  
Skill in computer equipment repair work.

MINIMUM EXPERIENCE AND TRAINING

- a) Five (5) years experience in the installation, maintenance and repair of computer systems and related devices including one (1) year at the skilled level; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED:      DECEMBER 1990

PAY LEVEL:        W40

  
FELIX P. CAMACHO  
Executive Director  
Civil Service Commission