

## COMPUTER TECHNICIAN SUPERVISOR

### NATURE OF WORK IN THIS CLASS

Supervises and participates in the installation, maintenance and repair 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.)

Supervises 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.

Implements Authority's policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

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 supervise the work of others.

Ability to make decisions in accordance with laws, rules, and regulations, and to apply agency's policies.

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

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

Ability to work effectively with the public and employees.

Ability to communicate effectively, both orally and in writing.

Ability to maintain records and prepare reports.


Skill in computer equipment repair work.

MINIMUM EXPERIENCE AND TRAINING

- a) Six (6) years experience in the installation, maintenance and repair of computer equipment; and two (2) years 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:        W45

  
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FELIX P. CAMACHO  
Executive Director  
Civil Service Commission