



Provincial Job Description

TITLE:
**(275) Information Technology
Hardware Systems Technician**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Repairs and maintains printers, facsimile machines, embossers, barcode printers, keyboards and other non-warranty hardware items within the region.

QUALIFICATIONS:

- ◆ **Electronics Service Technician – Advanced certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Technical and problem solving skills**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Valid drivers licence**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Installation, Maintenance and Repair

- ◆ Troubleshoots and repairs a complete range of printers (e.g., laser, dot matrix, ink jet, thermal, label, barcode), “swapping out” printers if necessary.
- ◆ Arranges with outside vendors for the repair of computer monitors.
- ◆ Maintains documentation that supports repairs made.
- ◆ Installs and activates newly purchased printers.

B. Purchase Parts

- ◆ Obtains “best price” from various vendors for parts required.
- ◆ Prepares requisitions and orders parts.
- ◆ Picks up supplies from local businesses.

C. Internet / E-Mail Activities

- ◆ Performs Internet searches (e.g., equipment warranties, part prices and availability, suppliers).
- ◆ Downloads and installs manufacturer’s updates.
- ◆ Corresponds with suppliers.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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