

COMPUTER TECHNICIAN 2

CURRENT LOCATION:	Support Services Centre – required to be on site daily
POSITION:	Permanent Full Time
STARTING DATE:	February 16, 2023, or as mutually agreed upon
POSTING DATE:	February 7, 2023
CLOSING DATE:	February 10, 2023 by 1:00 p.m., or until a suitable candidate can be found
HOURS OF WORK:	7.0 hours per day / 35.0 hours per week
SALARY:	Year 1 - \$33.59 per hour Year 2 - \$37.15 per hour Year 3 - \$40.72 per hour

REQUIREMENTS FOR THE POSITION:

- A diploma or certificate from an accredited and provincially recognized technician institution as approved by the Board of Education.
- A working knowledge of Windows based computers, related peripherals, and networks acquired through a minimum 3 years experience doing computer maintenance and repairs in a business or institutional environment.
- Certification or equivalent knowledge in both older versions and the latest versions of the Windows operating system.
- Training or experience in working with other operating systems such as Linux.
- Training or experience in additional areas of technical expertise, such as microwave point-to-point networking, computer scripting languages, Internet applications and web page development, computer programming, virtualization, etc.
- A+ certification or equivalent knowledge in computer hardware and networking fundamentals.
- Knowledge of and ability to operate within Board policies and procedures.
- Ability to plan and organize his/her own short and long term schedule, prioritizing activities as required to maintain the most efficient operation of the division computers.
- Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- Ability to learn new skills and motivated to be a self-directed learner.
- Excellent knowledge of current technology and software associated with the duties and responsibilities of this position.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain accurate records and documentation and provide recommendations to the Manager.
- Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy.
- Ability to do medium work (exerting up to 25 kg. of force occasionally, and/or up to 10 kg. of force frequently, and/or up to 5 kg. of force constantly to move objects).
- Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.
- Hold a valid driver's license.
- It is a condition of employment that all candidates provide a criminal record check and a vulnerable sector check.

QUALIFIED CANDIDATES MAY APPLY IN CONFIDENCE TO:

Human Resources
Saskatchewan Rivers Public School Division
545 – 11th Street East, Prince Albert, SK S6V 1B1 Fax: 306-763-4460
hr@srsd119.ca

Please follow the application procedure as outlined on our website at https://www.srsd119.ca/?page_id=4999