

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

**JOB TITLE:** IT Helper (Summer Positions)

**DATE:** June 2017

**PAY GRADE:**

**LOCATION:** District Office

**SUMMARY:** Reporting to the Manager of Information Technology, this position performs basic computer maintenance of district computers and other IT equipment.

**DUTIES:**

1. Updates software and cleans computers.
2. Performs large volume computer imaging.
3. Packs and unpacks computers and peripherals and assists with deployment to district sites.
4. Etches IT assets and records and updates data in the District's asset management system.
5. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Completion of Grade 10 with a focus in a computer/info tech area of study combined with up to one month of practical experience in basic computer/information technology maintenance.
2. Knowledge of basic computer technology, including proficiency with PCs and Macs and their operating systems.
3. Strong work ethic as part of a service-oriented team environment.
4. Demonstrated ability to communicate effectively and harmoniously.
5. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.
6. Sufficient physical strength, health and coordination to handle and transport moderately heavy equipment.
7. A valid B.C. Driver's license.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**
