



# Provincial Job Description

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

**PAY BAND:**

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**FOR FACILITY USE:**

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**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:**

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**SGEU:**

**SAHO:**

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**Date: 2005**