

CITY OF DALTON GEORGIA

JOB TITLE: Technology Apprentice

DEPARTMENT: Technology

REPORTS TO: Technology Director

FLSA STATUS: Hourly

SUPERVISES: None

SAFETY SENSITIVE: No

DATE REVISED/REVIEWED: 10/13/2020

Purpose of Job

A Technology Apprentice is a student employee that assists the Technology Department provide quality technology support under the direct supervision of the Technology Director. Duties include, but are not limited to: Implementing Computers, Hardware / Software Support, Help Desk monitoring, and Data collection for Inventory and Reporting.

Job Related Requirements

Typical Work Schedule: Schedule varies on student's school attendance and activities. Typically work per week not to exceed 25 hours. May be required to work on religious holidays. Regular and predictable attendance is required. Must work cooperatively with others.

Minimum Requirements to Perform Essential Job Functions

- Must participate in a school's Work Study or Internship program. Or able to work up to 25 hours per week as a part time employee.
- Basic knowledge of technology including Hardware and Software.

Essential Duties, Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the Help Desk Team to deliver technology support.
- Assist with the deployment of new equipment.
- Assist with software installs.
- Assist in collecting information for the equipment inventory.
- Assist in printer issues.

Knowledge, Skills and Abilities

- Knowledge and skill to operate a computer and related components.
- Basic knowledge of Microsoft Operating System
- Basic Knowledge of Microsoft Office Suite
- Ability to use independent judgment in routine and non-routine situations.
- Ability to handle required mathematical calculations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Exerting up to 40 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from co-workers, assistants or supervisors.

LANGUAGE ABILITY: Requires ability to read a variety of maps, informational documentation, directions, instructions, methods and procedures. Requires the ability to prepare reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative or technical languages.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and placement, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands, fingers, and eyes accurately in using equipment. Requires the ability to lift, bend, push, pull, manipulate equipment/tools and objects as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as automated machinery and equipment, hand tools, mechanic tools, and power tools. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

Approved by: _____
Department Head Name

Date Approved: _____