



BREVILLIER VILLAGE

IT Technician – Part Time

Relationship:

1. Responsible to the IT Support Specialist

Requirements:

1. High School Diploma or equivalent and prior relevant experience. Degree or certification in IT, Networking, or computer-related fields.
2. Strong knowledge of computer hardware, software installation, and troubleshooting.
3. Experience with system administration, operating systems and network infrastructure.
4. Ability to diagnose and resolve technical issues in a timely manner.
5. Acceptance of Brevillier Village policy of non-discrimination and personnel policies while supporting and promoting Dignity, Respect, and Inclusion in all functions relating to Brevillier Village.
6. Acceptance of post-employment offered drug screening, physical, and QuantiFERON mantoux test. Must meet Criminal Record Check requirements of the Older Adults Protective Services Act 169 as amended by Act 13.
7. Must be able to stand, walk, sit, squat, bend, push-pull, lift a minimum of 50 lbs. alone or 100 lbs. with assistance.
8. Awareness of types of abuse and responsibility of reporting as well as awareness of safety policies and procedures to ensure the safety of all Brevillier Village residents.
9. Must successfully complete the required 90-day training period.
10. Must be able to work part-time scheduled hours and weekend hours as needed.

Essential Duties:

1. Be a leader in providing excellent customer service to residents, families, coworkers, visitors, vendors, and volunteers.
2. Install, configure, maintain and repair computer hardware, software and peripheral devices.
3. Manage daily IT operations and provide ongoing technical support to end users.
4. Monitor, test, and maintain server backups systems to ensure data integrity.
5. Support Microsoft Office 365 and VMware structure.
6. Maintain accurate records of IT assets, systems, and configurations.
7. Assist with maintenance, operation, and service of telephone and cable telephone lines and related equipment.

Non-Essential Duties:

1. Attend all in services, educational programs and department meetings as required.

Signature_____

Date_____

President Signature_____

Date_____