



**SCHOOL DISTRICT 78**  
**FRASER-CASCADE**  
*EVERYONE PULLING TOGETHER*

**INTERNAL/EXTERNAL POSTING No. 23-045**

## **UNION VACANCY NOTICE**

September 29, 2022  
Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately**

DESCRIPTION: **Information Technology Systems Technician**  
**Eight (8) hours per day**  
**Five (5) days per week**

LOCATION: **District**

HOURLY RATE: **\$ 30.10**

DEADLINE DATE: **October 6, 2022 at 2:00 p.m.**  
**(Applications will not be considered after 2:00 p.m.)**

Major Duties/Qualifications: Classification Description at each location

Please direct all applications to: Human Resources  
School District No. 78 (Fraser-Cascade)  
650 Kawkawa Lake Road  
Hope, B.C. VOX 1L4  
Fax (604-869-7400)  
Phone (604-869-2411)  
Email [laurie.bjorge@sd78.bc.ca](mailto:laurie.bjorge@sd78.bc.ca)

### **PLEASE POST ON SCHOOL BULLETIN BOARD**

#### **INTERNAL APPLICANTS ARE GIVEN FIRST CONSIDERATION**

All applicants not currently employed by this School District must sign a release to permit a criminal record review prior to confirmation of hiring

# SCHOOL DISTRICT #78 (FRASER-CASCADE)

## JOB DESCRIPTION

### IT SYSTEMS TECHNICIAN

**Location:** Maintenance

**Created:** Sept 25, 2022

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#### **Summary:**

The IT (Information Technology) Systems Technician reports to the Secretary-Treasurer and may receive direction from the Director of Maintenance and Transportation. They are responsible for installing, maintaining, and repairing computer systems in the School District. In addition, they recommend, monitor and support projects by providing technical information and IT expertise. The IT Systems Technician is responsible for the direct supervision of the IT Support Technician.

#### **Duties and Responsibilities:**

- Installs, maintains, troubleshoots, and repairs computer systems including (but not limited to) servers, networks, wireless, email and various operating systems
- Complies with privacy policy, and legislation by providing solutions on IT system security including firewalls, anti-virus, user rights, and disaster recovery
- Provides advanced technical advice, support, training, and mentorship
- Researches, evaluates, installs, configures, troubleshoots, monitors and supports network, servers, and firewalls
- Installs and provides diagnostic and preventative maintenance systems including network backup, data integrity and security of confidential information
- Maintains an up-to-date knowledge of computers systems and mainstream software
- Organizes and schedules repair requests
- Liaise with hardware and software providers for the District
- Maintains parts and supplies inventory
- Recommends replacement of faulty equipment when appropriate
- Maintains an up-to-date inventory of computer equipment in the District
- Ability to maintain, meet and deal effectively with School District staff in providing information regarding repair times and scheduling
- Exercises independent judgement in organizing work schedules and priorities with minimal supervision
- Performs other related duties

### **Technical Knowledge, Skills and Abilities:**

- Provide technical assistance and support to users in a Microsoft 365 Suite/MS Azure environment
- Resolve technical networking issues LAN/WAN/VPN/AD/DNS, switches, routers, firewalls
- Ownership of Helpdesk tickets, assign, follow-up, solve
- Manage user licensing, services within local infrastructure and MS Azure cloud services
- Experience with PowerShell or cloud Command-Line Interface (CLI)
- Configure, maintain, and troubleshoot mobile phones/devices
- Manage purchasing, vendor relations, inventory, configuration, and deployment of IT-related assets
- Working knowledge of Database technologies such as PostgreSQL, MySQL, or Microsoft SQL Server
- Windows/Linux server administration
- Expertise in SMTP, TCP/IP, Cryptographic protocols (SSL/TLS) and SSL certificates
- Strong understanding of Virtual Server Environments
- Experience with NAS and SAN technologies

### **Required Qualifications and Experience:**

- High school diploma or equivalent
- Three years of related experience in computer and network operations, troubleshooting and user support
- Post-Secondary diploma in a related field or an equivalent combination of training and experience
- Specialized courses applicable to work requirements would be an asset
- B.C. Driver's License
- Ability to understand and effectively carry out oral and written instructions
- Must have the physical ability to handle, move, and transport equipment
- Ability to work with minimal supervision

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**N.B.** This description contains the elements necessary for the Identification and evaluation of the job. It is not an exhaustive list of duties to be performed. Duties not listed should not affect the evaluation.

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