

Electronic Technician Job Description

- Maintains certification records
- Plans, programs, organizes, and implements the information systems facilities
- Plans and installs telecommunications
- Configures and troubleshoots computer hardware
- Maintains computer software programs
- Monitors, sets up, or analyzes computer performance for customer service or quality assurance
- Makes recommendations for improvements to prevent problems and recommends appropriate corrective action on pending problems
- Designs and develops new systems (processes) for organization or customer requirements
- Updates and maintains current knowledge of system hardware and software
- Works with other systems personnel to resolve problems and execute solutions
- Performs routine maintenance, monitors, and repairs of computer equipment
- Maintains logs detailing work performed in a given period using diagnostic tools, systems consoles, printers, and monitors
- Keeps current on new systems technology to keep skills in demand
- Acts as a liaison between customer and technical support groups to deliver requested services in a timely manner.