



**University of Houston-Downtown
Job Description**

Job Title: Computing Operations Specialist II
FLSA Category: Non-Exempt
Grade: 50
Job Code: 4130

DUTIES

Job Summary: Maintains (installs, diagnosis, repairs) all university computing equipment (laser/printers, fax, scanners, PCs, laptops) to include Satellite Lab Upgrade Project equipment

- Duties and Responsibilities:
- Maintains upgrades on the PC equipment, both software and hardware, throughout the University
 - Prepares and submits proper documentation for computing equipment repairs to include labor reimbursements
 - Assists in the training and delegation of repairs to part-time staff
 - Installs and troubleshoots the repairs of telecommunication network connections
 - Assists in inventory tagging and updating of the database.
 - Maintains, supports and secures all university computing equipment to include equipment in the Satellite Lab Desktop Refresh Project
 - Stays on top of the latest features and repair techniques in servicing the LaserJet and inkjet printers for the University community through training.
 - Maintains the completes inventory of printer consumables, print heads, fuser assemblies, drum units

Marginal Functions: All other duties as assigned
Occasional driving or operation of University vehicle

REQUIREMENTS

Education: Two (2) years of college or technical training school in related field. Associate's Degree preferred

Experience: Minimum of one (1) year

Licenses/Certification A+ Certification preferred

PHYSICAL DEMANDS

Environmental Conditions

Working conditions Work is normally performed in a typical interior work environment which does not subject the employee to any

unpleasant elements.

Physical Effort

Position is physically comfortable; individual has discretion about walking, standing, etc. position is considered field type of work.

Physical Risk

Work environment involves minimal exposure to physical risks.