



PC Technician

Position Title: PC Technician
Work Location: Calpella, CA

I. Summary

Install, modify and make minor repairs to personal computer hardware and software systems. Provide technical assistance and training to system users using excellent verbal and written communication skills.

II. Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Install, modify and perform minor repairs to hardware, software, and peripheral equipment such as printers or scanners
- Respond to inquiries and requests for assistance with on-site computer systems or PC's as assigned
- Identify problems, troubleshoot and provides advice to assist users and coordinates with other IS areas to resolve problems if necessary
- Set up equipment for employee use and ensure proper installation of cable, operating systems, and software
- Install and maintain end-user computer systems
- Support end-user hardware and software systems
- Maintain network user lists; troubleshoot and eliminate network, common Microsoft Windows, application and connectivity problems
- Maintain I.T. documentation

III. Qualifications/Physical Requirements

- High school diploma, required; a minimum of 4 years working experience in personal computer technical support and repair; or equivalent combination of education and experience
- Must maintain and carry a valid driver's license and remain eligible to operate a company vehicle including automobiles and truck in accordance with company policy guidelines
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Speak effectively before groups of customers or employees of organization
- Write routine reports and correspondence
- Frequently required to sit or stand for long periods of time, and communicate; regularly required to use hands to finger, handle, or feel and reach with hands and arms.
- Occasionally required to lift and carry objects up to 50 pounds, for up to a distance of 25 feet; to occasionally bend, stoop, crouch, crawl and/or kneel while removing and installing computer equipment.
- Specific vision abilities required include close, distance, color, peripheral, depth perception and ability to adjust focus.
- The employee regularly works in an office setting. The noise level is typically quiet; may occasionally work in mill environment or outside facility where noise level is usually moderate.
- Position travels locally, usually by car, up to 25% of the time.

IV. Application Process

- To request an application, email a resume to recruiter@mendoco.com
- Send resume by fax to 707-485-6873 or
- Call (707) 485-6731 for more information