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# Example of PC Tech Job Description

Our growing company is searching for experienced candidates for the position of PC tech. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for PC tech

* Assist internal partners and vendor support service groups to ensure proper escalation during outages and periods of reduced system performance
* Monitor and respond to facility hardware and software issues
* Provide support to network services and security groups
* Perform moves of associate’s computer equipment
* Work closely with EVHC IT and operations management the county EMS agency, and field staff to provide overall system support as required for proper system operation
* Function as a team member within the EVHC IT department local Operations, and the EMS Agency to accomplish the goals of the electronic PCR (ePCR) data system
* Maintain and secure all required tools and equipment
* Assist in developing and documenting improvements to current processes
* Assist coworkers in resolution of end users' technical issues
* Assist coworkers in the execution of established processes and escalations

## Qualifications for PC tech

* Open and active
* High School Diploma or equivalence exam
* Experience installing structured cabling
* 5 years’ experience in the set-up, configuration, use and troubleshooting of computers and Microsoft Operating Systems
* 2 years’ experience in Supervisor or lead role
* Positive, enthusiastic, and friendly attitude