



Example of Site Technician Job Description

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Our company is growing rapidly and is looking to fill the role of site technician. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for site technician

- Manage Jira service desk ticket queue and resolve tickets in a timely manner
- Google Apps support - email, calendar, sheets, docs, presentation and gDrive
- HP and Ricoh printer support and troubleshooting
- Office network support and troubleshooting - wifi and wired connection
- Manage local IT hardware, peripherals and consumables including purchasing of equipment and management of inventory
- Imaging and preparation of equipment for deployment to new and existing users
- Follow all IT processes such as new hires, separations, security, and other related IT processes
- Work with other teams to fix and address problems until resolution
- Be an awesome team player!
- With minimal supervision, the incumbent shall perform the following duties and responsibilities

Qualifications for site technician

- Climb step and extension ladders to access process equipment, working from scaffolding, and working in high places in excess of 100 ft
- Working in confined spaces, or awkward positions may be necessary for extended periods
- Excellent English communication skills (written & verbal)
- Experience in establishing new processes and procedures following those already in place and always looking for improvements

- Ability to demonstrate expert level user and technical support skills and working knowledge of Microsoft Windows XP Professional/Vista Business Premium/7 Enterprise, Microsoft Internet Explorer 6/7/8/9, Microsoft Office 2003/2007/2010 Professional in a Windows Server 2003/2008 Active Directory network environment