



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------------|--------------|--------------|--------------|
| COMPUTER FACILITY TECHNICIAN | 31 | G | 9.438 |

Under general supervision, control power supplies and the building environment at a computer facility; provide technical analysis and consultation relative to power supplies and the computing environment to other State agencies; and plan, install, operate and maintain computer support systems and equipment.

Ensure contracts are in place at the State computer facility including the uninterrupted power supply (UPS), power monitor systems, back-up generators, heating, air conditioning and humidification equipment and the building security system in order to sustain State data processing services and avoid costly computer downtime and power supply repairs; ensure compliance with terms and requirements of Board of Examiners contracts.

Prepare criteria for service contracts and oversee the work of contractors engaged in overhauling and performing major repairs on the facility heating and air conditioning equipment, back up generators, and UPS.

Test equipment for proper operation; troubleshoot and make emergency repairs to equipment using volt/amp meters, soldering equipment and a variety of hand and power tools.

Research equipment, supplies and costs; prepare specifications and cost estimates relative to new equipment purchase and installation; and act as agency liaison with State Public Works Board during major capital improvements associated with computer support systems and computer facility.

Compile special and monthly power event statistics using readings from power disturbance analyzing equipment; chart the data for trend analysis, justification for future power conditioning equipment, and to provide evidence when filing damage claims against the utility company.

Monitor the building environment at a data processing facility and remote sites using specialized software and a personal computer.

Provide technical support to the agencies served by conceptualizing the placement of data processing equipment, power distribution fixtures, heating, air conditioning and humidification equipment, power conditioning equipment such as uninterruptible power supplies and voltage regulators needed for remote computer installations.

Evaluate causes of data loss, line errors and equipment failures by monitoring power supplies using power disturbance equipment to analyze power surges, sags and line noise; and recommend appropriate power conditioning equipment.

Compile, translate, and distribute power event summaries collected from power analyzing equipment to State agencies and the utility company upon request, apprising them of power distribution conditions and/or problems.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of technical experience in the operation, testing, and maintenance of computer support systems including commercial heating, air conditioning and humidifying equipment and uninterruptible power supplies and diesel generators; **OR** an equivalent combination of education and experience. Two years of college or trade school in an electronics-related field may be substituted for one year of the experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, materials and tools used to operate, test and maintain heating and large scale air conditioning equipment; electricity including AC/DC circuitry and the transferring of power loads; diesel generators. **General knowledge of:** the application of high voltage computer support systems including commercial heating, air conditioning and power conditioning equipment and diesel generators to control the computer environment, power supply, and distribution to computer equipment; principles of power conditioning equipment such as uninterruptible power supplies and voltage regulators; malfunctions caused by power anomalies on data processing equipment; non-linear loads and their effect on building power distribution; computer grounding and signal reference grids. **Ability to:** use power disturbance analyzers, voltage and amp meters, soldering equipment and hand and power tools; read and comprehend mechanical schematics, building blueprints and equipment service manuals.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: the assigned computer facility's computer support systems. **Working knowledge of:** State purchasing procedures; State procedures involved in preparing and awarding contracts; vendors and contractors that serve the data processing community. **Ability to:** prepare purchasing and contractual specifications; conceptualize the physical environment of computer equipment and personnel; program and operate specialized software on a personal computer for monitoring local and remote building environments; prepare data charts and summaries; communicate effectively, both verbally and in writing, with vendors, contractors, agency representatives and the power company.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.438

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