



## **Seasonal Device Reconditioning & Imaging Technician**

DALY Computers is a system integrator, solution provider, value added reseller, and major service provider focused on serving the IT infrastructure needs of state local governments and education customers. Its mission for the past 32 years is to combine innovative technologies and services to help our clients succeed in their mission goals.

### **Position Summary:**

Under direct supervision, this position will provide cleaning/preparation support of PC and laptop equipment for customer deployments. The PC Device Reconditioning & Imaging technician must demonstrate they are a self-starter and perform effectively in a fast-paced environment; have the capacity to maintain high quality work, as well as the ability to multi-task. All work will be performed locally in our production warehouse facility located in Frederick, MD. The position is paying \$12-15/hour depending on experience.

This is a seasonal, full-time professional position. The summer project schedule runs from Mid-June until end of August/beginning of September. Typical hours of employment are Monday-Friday, with two shifts commencing either 6:30 AM to 3:00 PM or 2:30 PM to 11:00 PM. Additionally, some weekend overtime is a possibility. The candidate must be able to lift up to 50 lbs., be on their feet for long periods of time and must possess a basic knowledge of computer troubleshooting and imaging.

All candidates must pass a comprehensive criminal background check, a drug screening/testing, as well as received at least the 1<sup>st</sup> dose of a COVID-19 vaccination.

### **Duties & Responsibilities:**

- Unbox/box equipment.
- Cosmetically clean devices.
- Troubleshooting Tier 1 computer issues/problems.
- Network connectivity.
- Set devices up with provided image.
- Run provider script.
- Perform System renaming.
- Add devices to customer domain.
- Scan device serial/asset tag numbers.
- Shrink wrap boxes or pallets as needed.
- Maintain cleanliness and organization of warehouse work areas.
- Assist in loading/unloading of equipment delivery trucks as needed.
- Assist in piece count and order identification of incoming/outgoing equipment.
- Display a consistently positive, cooperative, self-motivated, courteous and professional attitude as an essential function of this position.
- Other duties as may be assigned.

### **Knowledge, Skills, Abilities:**

- Technical knowledge in the disciplines such as Computer Science, Information Services, or related field, -OR- enrolled in an equivalent program with a two-year college or technical school.
- Able to support various Windows Operating Systems.
- Basic knowledge of configuration, repair, maintenance, and installation of computers.
- Basic skills in troubleshooting, configuring, and/or imaging computer equipment.



- Ability to work independently, as well as in a team environment, exercising initiative and judgment.
- Ability to make decisions within scope of assigned authority.
- Assumes responsibility with minimal supervision.
- Ability to demonstrate good interpersonal, communication, and organizational skills.
- Capacity to move items through the warehouse from receipt of goods to delivery.
- Ability to follow detailed instructions to complete tasks.
- Must possess good time management skills and punctuality in order to meet tight deadlines and ensure timely delivery of equipment to our customers.

**If you are interested in the Seasonal Device Reconditioning & Imaging Technician position, please apply by emailing your resume to Savannah Carmona, HR Assistant, at [savannah.carmona@daly.com](mailto:savannah.carmona@daly.com). If you have any questions regarding the position and application process, you can contact her via email or by phone at 301-670-0381 ext. 910.**