

## **Electronics Technician**

### **Purpose**

The job of Electronics Technician is done for the purpose/s of servicing and maintaining electronic equipment; identifying repair and/or replacement needs; providing necessary information/training on the proper uses of equipment; ensuring availability of adequate materials to complete assignments in a timely manner; and responding to emergency after-hour call-outs.

This job is distinguished from similar jobs by the following characteristics: specific education requirements (see Education on page 2) include formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate. This job reports to Supervisor-Mechanical Trades or Supervisor-General Services.

### **Essential Functions**

- Collaborates with site-based personnel (e.g. principals and other certified staff, instructional assistants, custodians, etc.) for the purpose of addressing specific equipment/technology needs of students (e.g. audio amplification systems, promethean boards, classroom cable TV, etc.) in alignment with district goals and objectives.
- Collaborates with a variety of internal and external stakeholders (e.g. department, district and building-site personnel; administrators or management staff; community emergency services and law enforcement departments; contractors, architects, and vendors, etc.) for the purpose of conveying and/or receiving information; planning/scheduling projects; ensuring safety; and maximizing efficiency to meet district objectives.
- Communicates with supervisor regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and/or complying with health and safety regulations.
- Coordinates service activities with internal and external stakeholders (e.g. emergency services and law enforcement, building administrators, facilities operations and maintenance personnel, custodians, etc.) for the purpose of providing necessary access to district buildings, facilities, and equipment; ensuring safety and excellent customer service; and maximizing efficiency.
- Creates entry keys (e.g. new, duplicate, re-key interior and exterior, district master keys, etc.) for the purpose of ensuring conformance to computerized management access system protocols and security of district facilities.
- Designs, installs, programs, and repairs online and offline computerized management access and key management systems for the purpose of maintaining systems.
- Inspects a variety of complex electronic systems, equipment and components (e.g. CCTV, intercom, audio visual, and emergency backup systems; fire/intrusion and smoke/fire detection systems/alarms; security systems; computerized locks and door monitoring/access systems; data cabling installation/termination and certification; cable TV; scoreboards and school bells; public address systems; HVAC digital control systems, etc.) for the purpose of ensuring safety; diagnosing problems and/or failures; identifying equipment and/or systems repair and replacement needs; and providing preventive maintenance.
- Installs electronic systems/equipment (e.g. systems alterations; software upgrades; operational changes in programming, etc.) for the purpose of meeting district needs in compliance with codes, laws, and regulations.
- Participates in a variety of meetings and activities (e.g. NFPA 70 and NFPA 72 trainings; fire alarm classes; district and staff meetings, etc.) for the purpose of receiving and/or conveying required information to safely and efficiently perform the functions of the job.
- Prepares and reviews a variety of written materials (e.g. various codes, computerized management access and key logs, and compliance documentation/records/product/equipment specifications; work plans and schedules, repair status updates, initiated and completed work orders, project cost estimates, inventory requirements, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Programs a variety of systems, equipment and/or components (e.g. audio visual systems; fire/intrusion systems and smoke and fire detection systems and alarms; security systems; computerized locks, door monitoring and access systems; data cabling installation/termination and certification; cable TV; scoreboards and school bells; public address systems; HVAC digital control systems, etc.) for the purpose of ensuring district needs are met in compliance with specifications, codes, laws, and regulations and maintaining systems in safe working condition.
- Repairs and performs maintenance on various systems and components (e.g. door locks, ADA door actuation systems, exit devices, latches, closures, hinges, online and offline computerized management access and key management systems, etc.) for the purpose of maintaining systems.
- Researches vendors and related inventories (e.g. current trends in electronic technology; fire and security equipment, and access management systems, etc.) for the purpose of gathering and/or providing information for making recommendations and maximizing efficiency of district facilities.
- Responds to emergency situations and after-hour call outs (e.g. security, safety, equipment malfunctions, etc.) for the purpose of resolving immediate concerns.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electronic equipment, adhering to safety practices; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic electronic and electrical theory and safety practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; reading and interpreting blueprints; and responding to emergency and after hour call outs.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 30% walking, and 55% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:** Formal programs of study (i.e. apprenticeship programs, etc.) which are equivalent to a Community College degree or Vocational School degree or certificate.

**Required Testing:**

None Specified

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
State of Wyoming (LV-G) Low Voltage License within 6  
months of employment

**Continuing Educ. / Training:**

Computerized HVAC DDC  
NFPA &/or Low Voltage as needed to maintain or  
license/certification

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

03/22/2016

**Salary Grade**

Classified 66

**I have read and understand the scope of the job and hold the minimum requirements:**

**Employee Name (please print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_