
Position:	Electronic Systems Technician	FLSA:	Non-Exempt
Department/Site:	Maintenance	Salary Grade:	27
Reports to/Evaluated by:	Supervisor of Trades	Salary Schedule:	Operations

SUMMARY

Under general supervision of the Maintenance Supervisor, performs a wide variety of work in the installation, maintenance and repair of a variety of signal systems and other electronic equipment and systems. Performs duties, which are technically complex and require considerable latitude, judgment and discretion in installation, maintenance and repair of appropriate systems. May oversee work of staff that conducts specific assignments on an independent basis. Communications extend to District staff, outside vendors and electronic experts and may be technical in nature. Work is performed with some independence and use of some independent judgment. Position is reviewed through observation of the work in progress and results obtained.

DISTINGUISHING CAREER FEATURES

Incumbents at this level work with low-level voltage. Advancement to the next level will require demonstrated competency in diagnosis, maintenance, and repair of a wide area of integrated electronic systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform preventive maintenance on, tests, trouble-shoot and repair a variety of electronic and/or audio-visual equipment. Perform preventive maintenance on electronic equipment.
- Maintain, repair and install electronic signal systems including clocks, fire alarms, and public address.
- Use a variety of measuring instruments and electronic test equipment including voltmeter, multi-meter, oscilloscope, and signal generators.
- Observe and comply with federal, state and local codes; maintain a variety of logs and records; prepare reports.
- Maintain bench stock inventory of parts and supplies for audio-visual, electronic and systems repair projects. Develop stock rotation system. Communicate with vendors and suppliers regarding price, availability and ordering of parts and materials.
- Maintain records of time and materials used on service calls, preventive maintenance and work orders. Maintain records of repairs, technical manuals and lists of vendors.

- Analyze and interpret equipment specifications; recommend specifications for the purchase of audio-visual and signal systems parts; recommend removal of equipment or parts from purchase specifications for high failure rates.
- Operate a variety of electronic test equipment and measuring instruments; assure compliance with appropriate codes and safety procedures.
- Perform other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of operation, services and activities of an electronics repair, maintenance and installation program at the journey level. Requires knowledge of the theory of operation of a-v closed circuit transmission; solid state and mechanical switching, crossbars and signal systems. Must be familiar with the procedures for setting up new equipment, troubleshooting and performing routine maintenance according to department and District standards.

Abilities: Requires demonstrated ability to repair, maintain and adjust audio-visual equipment. Requires demonstrated ability to understand and operate measuring instruments and electronic test equipment and to use service manuals and schematic diagrams. Must be able to organize and maintain an effective repair center including ability to prioritize work, assign tasks, maintain appropriate records and logs and communicate effectively with co-workers and school employees. Must be able to meet schedules and time lines. Requires the ability to communicate clearly and concisely both orally and in writing. Must be able to communicate effectively with District wide contacts and outside vendors and technical experts. Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds. May climb (e.g. ladders), stoop, kneel and crouch. Requires good hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information.

Working Conditions: When operating a vehicle or automotive equipment, work includes exposure to some traffic conditions. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working around moving parts, carts, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

Education and Experience: High School Diploma, or G.E.D. Certificate. Specialized training in electronics typically gained through an apprenticeship program, college level studies, trade school, or equivalent; supplemented by two (2) years' experience. Any equivalent combination of education, training and experience.

Credential Requirements: Valid California driver's license required.