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| Position: | Electronic Systems Technician, Senior | FLSA: | Non-Exempt |
| Department/Site: | Maintenance | Salary Grade: | 29 |
| Reports to/Evaluated by: | Supervisor of Trades | Salary Schedule: | Operations |

SUMMARY

Under the general supervision of the Technology Supervisor, performs a wide a variety of work in the installation, maintenance and repair of telephone and paging equipment, fire alarm, and other electronic equipment and systems as needed. Duties are of a technically complex nature, and require considerable latitude, judgment and discretion in designing and implementing appropriate systems for various applications. Exercises supervision of assigned staff that carry out assignments on an independent basis. Responsible for providing instructions and advice to operators and potential users of equipment. Communications extend to District staff, outside vendors and electronic experts and may be technical in nature. Position is reviewed through observation of the work in progress and results obtained.

DISTINGUISHING CAREER FEATURES

This is the senior level position on the Electronics career ladder, and requires specialized knowledge and education in the area of specialization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Tests, trouble-shoots and repairs telephone equipment including digital and analog telephone switches, 1A2 key telephone systems, electronic key telephone systems and classroom intercom systems.
- Communicates with vendors and suppliers regarding the price, availability and ordering of parts and materials.
- Tests, troubleshoots and repairs fire alarm equipment including conventional as well as addressable systems. This will include several different manufacturers of equipment.
- Tests, troubleshoots, and repairs public address systems which are built in to the new structures. Reviews plans to ensure the contractors are installing the approved equipment and are following proven industry techniques. Provides “in service” training to site personnel.
- Tests, troubleshoots, and repairs security camera systems which are built in to the new structures. Reviews plans to ensure contractors are installing the approved equipment and are following proven industry techniques. Provides “in service” training to site personnel.
- Tests, troubleshoots, and repairs various “stand alone” sound systems such as used for outdoor events, and etc. Reviews plans to ensure contractors are installing the approved equipment and are following proven industry techniques. Provides “in service” training to site personnel.

- Maintains an inventory of supplies, equipment and parts for maintenance and repair of telephone equipment and telephones. Maintain records of repairs, technical manuals and lists of vendors.
- Trains and provides work direction for assigned staff.
- Analyzes and interprets equipment specifications; recommends specifications for the purchase of telephone systems parts; recommends removing equipment from purchasing specification list if failure rate is high.
- Installs telephone and public address systems in remodeled and portable classrooms. Installs PAC Bell lines for burglar alarm companies with RJ31X Jack.
- Assures compliance with federal, state and local codes and applicable safety procedures.
- Perform other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of solid state and electro mechanical telephone systems. Requires in-depth knowledge of telephone theory, practices and terminology. Requires demonstrated knowledge of proper procedures, tools, materials and equipment used in the repair, overhaul and maintenance of a variety of telephone systems. Must have strong communication skills to interact with District wide contacts and outside vendors and technical experts.

Abilities: Requires demonstrated ability to analyze and interpret equipment specifications and to determine if equipment meets specifications. Requires the ability to maintain and organize telephone repair center and keep appropriate logs and records. Must have the ability to read, understand and interpret technical manuals, journals and specifications. Must be able to write and maintain relevant reports and records. Work is performed indoors with potential for exposure to safety and health hazards related to electronics work. May periodically work outdoors, with exposure to inclement weather. 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 with a focus on telephone systems typically gained through an apprenticeship program, college level studies, trade school, or equivalent; supplemented by three (3) years experience. Any equivalent combination of education, training and experience.

Credential Requirements: Valid driver's license required.