

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### ELECTRONICS TECHNICIAN

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#### **DEFINITION:**

Under the direction of the Senior Director-Maintenance and Operations, perform skilled electronics work in the installation, maintenance and repair of electronic devices, intrusion and fire alarm systems, communication systems, intercom systems, audiovisual systems, theatrical lighting, amplifiers and other electronic systems and equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Inspect, repair, install, test, maintain and replace a variety of electronic devices, equipment and systems such as conduit, cabling, wiring, communication, intercoms, data projectors, document cameras and audiovisual systems; assure compliance with building codes applicable to electronics.
- Troubleshoot and diagnose electrical malfunctions; make appropriate repairs to electronic assemblies, devices and equipment; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts.
- Operate a variety of tools and electronic testing equipment such as drills, wrenches, cable locators, frequency counters, volt meters and soldering irons; operate a computer and assigned software; drive a vehicle to conduct work.
- Plan, organize and lay out assigned tasks; interpret electrical plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders.
- Estimate labor, material and equipment needed for assigned projects; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed.
- Perform routine and preventive maintenance on electronic systems, parts and circuitry; set up and program communications and other specialized electronic systems.
- Research electronic and audiovisual devices, equipment and systems to provide recommendations concerning system replacements, modifications, additions and related purchases.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Set up testing schedules for organizational fire alarm systems to assure compliance with local, State and federal fire alarm codes; participate in periodic system tests.
- Maintain various records related to work orders and assigned activities.
- Maintain shop and work areas in a safe, clean and orderly condition

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by completion of an approved apprenticeship program in electronics and two years experience in the installation, maintenance and repair of electronic systems.

##### Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.

- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Methods, materials, tools, testing devices and equipment used in the electronics trade.
- Design, construction, installation, repair and maintenance of electronic devices and systems.
- Construction, assembly, repair and operation of audiovisual systems and equipment.
- Electronic and electrical theory and practices.
- Building codes related to the electronics trade.
- Shop math and measures applicable to the electronics trade.
- Proper methods of storing parts, supplies and equipment.
- Record-keeping techniques.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Proper lifting techniques.

Ability to:

- Operate tools, equipment and materials of the electronics trade.
- Perform accurate electronic measurements.
- Plan and lay out electronics work.
- Troubleshoot and diagnose electronic device, system and equipment malfunctions.
- Read and work from plans, blue prints, sketches, specifications and diagrams of electronics.
- Perform routine preventive maintenance on electronic systems, parts and circuitry.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Meet schedules and time lines.
- Observe health and safety regulations and procedures.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Maintain various records related to work performed.

**WORKING CONDITIONS:**

Work Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate tools and machines utilized in the electronics trade.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Hearing and speaking to exchange information.
- Seeing to perform electronics repair and maintenance work.
- Bending at the waist, kneeling or crouching to install equipment or make repairs.
- Reaching overhead, above the shoulders and horizontally.
- Sitting or standing for extended periods of time.
- Climbing ladders.

Hazards:

- Electrical power supply and high voltage.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 3/26/02**

**Unit Approved: 5/10/02**

**Board Approved: 5/28/02**

**FLSA Status: Non Exempt**

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