

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Electronic Technician

Pay Table: Support

Pay Grade: 12

FLSA Status: TBD

Job Code: 649

Reports to: Assistant Foreman

JOB SUMMARY

Under the general direction of the Assistant Foreman, the Electronic Technician installs, troubleshoots and repairs electronic equipment and systems; programs electronic and electrical apparatus with computers; installs and maintains building electrical systems (fire alarms, sound systems, intercom systems, telephone, and clock systems).

ESSENTIAL JOB FUNCTIONS

- Installs, inspects, troubleshoots, repairs and tests fire alarm (in accordance with state law) and fire suppression systems.
- Designs, builds and maintains portable sound systems.
- Tests, maintains, and replaces fire extinguishers.
- Replaces glass and repairs locks on fire extinguisher boxes.
- Programs alarm panels and telephone KSU units.
- Maintains electrical systems.
- Repairs/replaces printed circuit boards for various types of electronic equipment.
- On call for after-hours electrical, fire alarm and other equipment problems.
- Performs preventative maintenance; cleans and services electronic systems.
- Coordinates with principals and custodians on project progress.
- Types daily, weekly and monthly reports.
- Orders and receives parts and tools (includes researching pricing information and completion of appropriate forms).
- Maintains electronics parts inventory.
- Operates service vehicles (e.g. dump trucks, snow plows, etc.)

MINIMUM REQUIREMENTS

- Two (2) years of specialized coursework in electronics or equivalent education and/or experience preferred.
- Four (4) years of experience related to the above tasks, knowledges, skills and abilities or an equivalent combination of education and experience.

- State Journeyman's License preferred.
- Drivers License
- Electronics Technician and Telecommunications Certificates preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and write and perform advanced mathematical calculations.
- Knowledge of basic and advanced electronics.
- Knowledge of telephone equipment and wiring.
- Basic knowledge of computers.
- Knowledge of sewing machine maintenance and repair.
- Familiarity with NEC and NFPA code.
- Ability to read and interpret technical manuals, blue prints, schematics, wiring diagrams, etc.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to use or repair small, medium and heavy equipment and machinery.

PHYSICAL DEMANDS

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.