

**Electronics Technician**  
**New Hanover County Schools**

**Job Description**

**Class:**       **Classified**  
**Division:**   **Technology**

**TITLE:**                   **Electronics Technician**

**QUALIFICATIONS:**       1. Associate Degree in Electronics or equivalent combination of experience and education.  
                                  2. Three years of experience in a repair facility.  
                                  3. Valid North Carolina driver's license.

**REPORTS TO:**            Network Supervisor

**JOB GOAL:**             Assist, advise, troubleshoot, and repair electronics equipment components and devices.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to all schools and technology.
2. Diagnose and repair complex analog and digital circuits to component level.
3. Performs skilled repairs of a wide range of devices, which includes but is not limited to the following: Interactive white boards, Interactive and non-Interactive Data Projectors, Assistive technology devices, iPad and other Tablets, Analog and Digital Displays, Power Supplies, Video and Audio Recorders/Players and Broadcast Components.
4. Assist with the repair, maintenance, and configuration of security camera systems.
5. Manage the configuration, deployment and use of interactive displays throughout the district, including vendor coordination for warranty repairs.
6. Read and interpret complex schematics, blueprints and wiring diagrams
7. Maintain an extensive knowledge of electronic theory and be able to identify individual electronic components and their use.
8. Perform printed circuit board repair and re-work utilizing traditional soldering equipment and techniques, hot air re-work stations, pre-heaters and micro- soldering techniques and equipment.
9. Provide basic training for NHCS staff and students as directed by the Network Supervisor.

10. Attend training sessions and/or seminars as required to maintain or enhance skills that may be required for the specific operations of the department.
11. Communicate effectively on a daily basis with school administrators, vendors, and other school personnel to coordinate work orders with the sites in the school system.
12. Recommend new and replacement equipment to purchase based on parts availability, service information, dependability and appropriate existing environments.
13. Work with the Technology Division to develop a strong, cohesive department that is supportive of all technology use throughout the system.
14. Perform related duties and responsibilities as requested by the Assistant Superintendent for Technology and Digital Learning, Director of Network Security, Director of Technology or Network Supervisor.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/At Will/FLSA Non-Exempt.

**Starting Salary and/or Grade:** Grade 73

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to work well independently or as a member of a project team; communicate clearly and concisely, both orally and written; establish and maintain cooperative working relationships.
- Ability to effectively administer simultaneously a variety of projects/activities; provide technical support to a diversity of internal and external individuals/groups.
- Ability to communicate efficiently with school personnel and vendors.
- Ability to work as a team player.
- Ability to perform component level repair.
- Proficient in all ranges of test equipment.
- Ability to use of a wide range of electronic test equipment, including multimeters, oscilloscopes, Isolation Transformers and Microscopes.
- Ability to lift 50 pounds.