

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### VEHICLE ELECTRONICS TECHNICIAN

#### QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Valid Florida Commercial Driver License (CDL), Class B or higher with air brakes and passenger endorsement (must be obtained within three (3) months of appointment) to be maintained throughout tenure in position.
3. Minimum of five (5) years' work experience in installation and service of electrical and electronic communication, video surveillance and/or vehicle telemetric devices and systems preferably in the field of pupil transportation; or an equivalent combination of education, training, and experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of electronic test equipment and systems. Ability to use a variety of small hand tools. Knowledge of 2-way radio communication equipment. Knowledge of FCC regulations. Knowledge of non-radio communication equipment and repairs. Knowledge of video camera, video recording equipment. Ability to work independently. Ability to write legibly and maintain records. Ability to communicate effectively with others.

#### REPORTS TO:

Fleet Supervisor or Designee

#### JOB GOAL

To ensure that the district vehicle communication and electronic systems are maintained and operating in a safe and efficient manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Perform technical work involving the repairs and maintenance of complex radio equipment, including base radio and portable radios.
- \* (2) Perform technical work on video cameras, video recording equipment and maintain a preventive maintenance program on this equipment.
- \* (3) Perform original and replacement installations of 2-way radios, VIDEO/DVR equipment and related electrical equipment.
- \* (4) Recommend to supervisor, new needs, specifications for additions or alterations to existing radio systems. Assists parts employees with ordering parts and supplies pertaining to electronic equipment, assisting with obtaining competition quotes for electronic parts from outside vendors.
- \* (5) Maintain the necessary records as required by law. Instruct drivers and aides in the proper operation of electronic communications devices i.e. 2-way radio and VIDEO/DVR
- (6) Perform installation, maintenance and repairs of other equipment not related to radio communication equipment, such as public address systems, intercoms, tape recorders and provide technical assistance to other garage personnel.
- (7) Perform shop fabricating, repairs and rebuilds miscellaneous electrical equipment.

**VEHICLE ELECTRONICS TECHNICIAN (Continued)**

- (8) Review work conducted by contract service providers; notify contractors of and follow-up on contractor warranty service and repairs.
- (9) Review structural drawings, electronic diagrams, schematics, technical instruction manuals, blueprints and/or other related design specifications in planning and performing communication installations and service.
- (10) Perform emergency repairs on equipment and ensure safe operation of equipment.
- (11) Maintain necessary tools and equipment.
- (12) Must be available to respond to emergencies. Attend required in-service training programs.
- (13) Perform other incidental tasks consistent with the goals and objectives of this position.

**TECHNOLOGY ACCESS:**

NO ACCESS

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 9**

**SALARY LANE:** SUPPORT SALARY MATRIX PAZ

**Approved 07/19/2022**