

Job Title: **Electronic Technician**
 Job Family: **Trades**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1451**
 FLSA Status: **Non-Exempt**
 Shift Differential: **Yes**
 Pay Range: **G23**

SUMMARY: Responsible for testing, troubleshooting, repairing and maintaining electronic systems that are part of District buildings, including, but not limited to: fire alarm, network video surveillance access control, lockdown integration, intercom, intrusion detection, secured video entry, clock, scoreboard and rescue assistance. Conduct preventative maintenance inspections and initiate work orders to repair deficiencies. Design electronic systems and provide technical support for new construction and renovation projects. Perform inspections of new construction and renovation projects to ensure they adhere to technical guidelines. Configure and troubleshoot network parameters. Perform programming, data backup and restoration functions. Estimate, manage and commission trade related ~~for~~ small facility improvement projects. Maintain and update drawings and documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Test, troubleshoot, repair and maintain electronic systems that are part of District buildings, including, but not limited to: fire alarm, network video surveillance, temperature control, access control, lockdown integration, intercom, intrusion detection, secured video entry, clock, scoreboard and rescue assistance.	D	50%
2. Conduct preventative maintenance inspections and initiate work orders to repair deficiencies.	W	18%
3. Design electronic systems and provide technical support of for new construction and renovation projects. Perform inspections of new construction and renovation projects to ensure they adhere to technical guidelines.	W	10%
4. Configure and troubleshoot network parameters for electronic systems.	W	5%
5. Perform programming, data backup and restoration functions for electronic systems.	W	5%
6. Estimate, manage and commission trade related small facility improvement projects.	M	5%
7. Maintain and update drawings and documents for electronic systems.	M	5%
8. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	100

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree in any subject area or two-year college certificate in electronics.
- Minimum of three (3) years of experience in electronics.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Valid Colorado driver’s license.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- Manufacturer training in: fire alarm, network video surveillance, access control, intercom and intrusion detection required within 18 months after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Ability to troubleshoot and repair complex electronic systems
- Ability to read and interpret applicable codes (NFPA, Life Safety, IBC, NEC).
- Ability to read and understand schematics and construction drawings.
- Ability to plan and program software for electronic systems.
- Ability to understand and troubleshoot networked systems and configure IP devices.

- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to respond to departmental emergencies.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel and Google applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with hand/power tools, electronic test equipment and aerial lifts.
- Operating knowledge of diagnostic equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Electronic Technician, Lead	5044

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Make purchases on District credit card and document purchases.
- Work within prescribed budget.
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	