

Maintenance Electronics Technician/Electrician

DEFINITION:

Under supervision and direction of the Director of Maintenance, to install and repair intercoms, public address systems, analog/digital telephone systems, voice mail/auto attendant systems, clock/bell systems, and occasional repair of high voltage and other low voltage electronic systems; to be responsible and accountable for carrying out a preventative maintenance program on systems and equipment; perform other related maintenance duties as required.

QUALIFICATIONS:

Knowledge of:

- Modern methods, techniques, materials and equipment used in the maintenance and repair of electrical systems and electro-mechanical equipment
- Appropriate building, electrical and safety codes
- Design, construction, installation and maintenance of electrical systems and equipment
- Repair procedures, appropriate tools, materials, and test equipment associated with general telephone and communication standards
- Computer software used to program electrical systems
- Standard practices, codes, tools, materials and processes of the electrical/electronic trade
- Occupational hazards and proper safety precautions

Ability to:

- Read, understand and work from plans, blueprints and specifications
- Apply the principles, methods, materials, and equipment used in electrical work
- Diagnose electrical problems quickly and effectively
- Operate proper tools and equipment used in trades
- Establish and maintain cooperative relationships with district personnel and public
- Correctly demonstrate sufficient strength, mobility and range of motion to arm lift 60 pounds and floor lift 60 pounds in an employee entrance evaluation
- Follow oral and written directions
- Maintain services records and files

Experience and Education

- Equivalent to completion of the twelfth grade
- Minimum of two years of experience in the installation, maintenance and repair of telecommunications and electrical systems typically found in schools
- Working knowledge of pertinent computer software programs

DISTINGUISHING CHARACTERISTICS:

An incumbent of this class is responsible and accountable for journeyman level tasks in installing and maintaining various types of electronic systems, including but not limited to, communication and timekeeping systems excepting those covered by maintenance contracts. This classification requires skills in the electro-mechanical trade and computer programming skills. An incumbent of this class is also available to assist other trades as required. Incumbents of this class may be required to perform standby alert during off duty hours.

ESSENTIAL FUNCTIONS:

- Responsible for carrying out preventative maintenance programs.
- Services, troubleshoots, repairs, and maintains a variety of electronic equipment including, but not limited to, intercoms, public address, telephone, and clock/bell systems.

- Diagnoses problems, isolates malfunctions, overhauls and performs major and routine maintenance on electronic and communications systems.
- Programs a variety of electronic equipment including, but not limited to, intercoms, telephone systems, clock/bell systems, and other programmable equipment using computer software.
- Locates and corrects electrical and mechanical defects in electronic and communication systems; traces wires as needed.
- Utilizes a variety of electronic testing equipment to determine defects and malfunctions.
- Maintains and troubleshoots District voice network systems and related equipment (Analog, PBX, VoIP, etc.)
- Replaces defective equipment and circuit boards.
- Assists high-voltage electrician with minor installations of new electrical systems.
- Adapts communications systems to changing conditions and requirements.
- Works from blueprints, plans, technical specifications, work orders, sketches, and verbal instructions.
- Assists in preparation of plans, drawings, specifications and estimated costs.
- Maintains adequate stock of repair parts and supplies.
- Assists other trades as needed.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching, and crawling; reaching, handling, touching and/or feeling; manual dexterity to operate tools, equipment, a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office and warehouse environment, in various outdoor locations, and come in direct contact with district staff and the public.
- Periodic work in equipment rooms and/or cramped spaces.