

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: ELECTRONICS ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform basic work in the installation, maintenance and repair of a variety of electronic communication systems and audio-visual equipment; perform preventive maintenance on equipment including fire, alarm, audio/visual, clocks and bells.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform basic work in the installation, maintenance and repair of a variety of electronic communication systems and audio-visual equipment.

Perform preventive maintenance on equipment including fire alarm devices, audio/visual, clocks and bells.

Install, assist in the repair or replace projectors, display screens, clocks, audio systems, fire alarm devices, receptacles, wire and conduits as directed; assure proper operating performance of electronic equipment and communication systems.

Operate test equipment, including AC and DC power supplies, voltmeters, ohmmeters, oscilloscopes and others; operate scissor and aerial lifts, and utilize stepladders as needed to repair and install equipment at heights.

Maintain, assist in the repair and program school electronic bell and clock systems and related equipment; operate a computer and assigned software to program school clocks and bells according to established schedules.

Maintain and assist in the repair of school intercom systems and related equipment, including switching units, phones, speakers and wiring; utilize a variety of hand tools and soldering equipment.

Maintain and assist in the repair public address systems and related equipment, including microphone and speaker cabling, audio mixers and amplifiers; replace defective wiring according to established procedures.

Maintain and assist in the repair of closed-circuit television systems and related equipment; repair and maintain video distribution amplifiers, antennas and other related equipment.

Participate in estimating materials, time and costs related to work orders; assist with requisitions and maintaining inventory of supplies.

OTHER DUTIES:

Participate in the set-up and take down of various audio-visual equipment for performances, ceremonies or other school events.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Master clock systems, fire alarms and communication systems maintenance and repair.
Operation of a computer and assigned software.
Mechanical, electrical and electronic theory and practice.
Construction, assembly, repair and operation of electronic and communication equipment.
Safe work practices.
Record-keeping methods and procedures.

ABILITY TO:

Perform basic work in the maintenance and repair of electronic and audio-visual equipment.
Service, adjust and repair a variety of audio-visual, computer, electrical, electronic and mechanical equipment.
Work from circuit diagrams, blueprints, and schematic drawings.
Evaluate serviceability and quality of various types of audio-visual equipment.
Utilize applicable testing and measuring devices and various power and hand tools skillfully and safely.
Understand and follow oral and written instructions.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent and completion of a college or trade school program in electronics technology.

Experience: One year of experience in the repair of electronic and/or audio-visual systems.

Any combination of training and/or experience that would likely provide the required knowledge and experience may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.
Occasional evening or variable hours for performances or events.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate tools and machines utilized in the electronics trade.
Reaching overhead, above the shoulders and horizontally.
Bending or stooping to perform repair and maintenance tasks.
Lifting, carrying, pushing or pulling heavy objects.

Hearing and speaking to exchange information.

Seeing to perform electrical work.

Kneeling, crouching and crawling on floors to install equipment or make repairs.

Climbing ladders.

HAZARDS:

Electrical power supply.

Working at heights.