

## ELECTRONIC REPAIR TECHNICIAN II

### **JOB SUMMARY**

Under general supervision of the Supervisor of Maintenance and Operations using a considerable level of journey-level skills, performs repair, maintenance and installation of telephone equipment, intercom systems, fire and security alarm systems, school marques, school clocks, bell systems, audio/video controls and related electronic equipment.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Test, maintain and repair fire alarm systems in accordance with manufacture and regulatory requirements;
- Participate in fire alarm manufacturer training and certification as required to perform testing, maintenance and certification;
- Configure and repair analog phone systems including: programming extension, component repair/replacement, wiring in school offices and classrooms;
- Maintain and repair integrated public address intercom systems;
- Test and maintain the District Office emergency broadcasting system;
- Maintain, repair and replace sound systems;
- Install, repair and configure a variety of clock and bell systems to school schedule specifications;
- Install phone lines for fax machines and components;
- Maintain a variety of records including: fire alarm certifications, workorder time and material records as required;
- Replace VOIP handsets and desk phones when necessary and refer other issues to Innovation and Instructional Support staff for further repair issues;
- Test, repair and configure a variety of miscellaneous electronic equipment and systems including: school marques, scoreboards and audio/video controls;
- Perform related duties as assigned

### **EMPLOYMENT STANDARDS**

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

**Education:** Individuals possessing knowledge, skills and abilities are considered to possess the education necessary to succeed in this class. Completion of coursework and fire alarm certification are highly desirable.

**Experience:** Any combination equivalent to three (3) years journey-level experience in the installation, repair and maintenance of phone, fire alarm, intrusion alarm systems and a variety of other electronic equipment.

**Knowledge of:** Theories and principles of electronics; troubleshooting techniques required in the maintenance and repair of electronic and mechanical equipment and systems; the proper tools, materials and equipment used in troubleshooting and repair of alarm systems and electronic equipment.

**Ability to:** Read and interpret technical diagrams and specifications; use bench and hand tools; use specialized telephone test equipment; disassemble and assemble small electronic and mechanical equipment; work on intricated circuits and mechanisms.

**License:** Possession of a valid Class C California Driver's License.

## **PHYSICAL STANDARDS**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Work Environment:** While performing the duties of this position employees are subject to constant interruption. The employee must be able to meet deadlines with severe time constraints. These positions may also be high volume positions and works without direct and/or constant supervision. Although the employee in these positions works mainly indoors, they may be required to work outdoors with exposure to seasonal weather conditions. The employee may be required to work at varying heights and in restrictive areas. Employees provided with individual work vehicles must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be loud.

**Physical Demands:** The physical demands of this position include sitting for extended periods of time, frequent standing and the use of hands and fingers to handle and to operate keyboards and specialized diagnostic repair tools and equipment. The employee frequently is required to reach with hands and arms and must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Lifting, pushing or pulling of objects generally not exceeding fifty pounds may also be required. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District equipment. The employee must be able to hear and speak to receive and exchange information. Regular physical attendance at work is an essential requirement of this job classification.

**Hazards:** Electrical power supply and high voltage. Working in a cramped or restrictive work chamber. Working on ladders or at heights. Occasional exposure to cleaning fluids.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

<b>Electronic Repair Technician II</b>	
<b>Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission:	07/12/1993
Revised by the Personnel Commission:	11/23/2020