MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Electronics Technician

REPORTS TO: Maintenance Manager

DEPARTMENT: Maintenance, Operations & Facilities

CLASSIFICATION: Classified

SALARY: Teamster Range 533

BOARD APPROVED: April 16, 2025

SUMMARY DEFINITION: Under direction and general supervision of the Maintenance Manager, performs a variety of Electronics services with specific responsibilities for installing, repairing, and upgrading Electronics systems, in accordance with trade standards, in order to keep district facilities properly cared for and maintained as required. Technician may work independently or as a member of a crew, when assigned.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Install, configure, and test various electronic systems, including public address systems, audiovisual equipment, clocks, marquees, fire alarms, intercom systems, and security systems. **E**
- Set up and operate audiovisual equipment for school events, assemblies, and classrooms to ensure proper functionality. **E**
- Basic IT Knowledge: Experience with configuring networked systems, troubleshooting software, and supporting devices that require IT integration (e.g., IP-based intercom systems, or audiovisual systems requiring software updates). **E**
- Diagnose and repair malfunctioning equipment such as audiovisual devices, fire alarms, Intrusion systems, and related components. **E**
- Repair and replace faulty components (e.g., speakers, microphones, wiring, circuit boards) to restore systems to optimal performance. **E**
- Conduct tests on equipment and adjust settings as needed to ensure operational efficiency. **E**
- Perform regular preventive maintenance and troubleshoot electronic systems, including public address systems, fire alarms, intercoms, and security alarms. **E**
- Recommend and implement improvements to existing systems to enhance functionality, efficiency, or safety.
- Update and calibrate software and firmware for alarm systems, security systems, and other equipment to

meet district standards. **E**

- Work closely with electricians, fire technicians, security, and IT to ensure proper operation and safety of electronic systems in district facilities. **E**
- Assist in planning and installing new electronic systems as part of district upgrades or new school construction projects.
- Maintain detailed records of all maintenance, repairs, inspections, and service activities performed on district electronic systems.
- Prepare reports on equipment status, service history, and recommendations for replacements or upgrades.
- Manage inventory of tools, parts, and materials required for system installation and repairs.
- Provide on-call support for emergency repairs to critical systems such as fire alarms and security equipment, ensuring the continued operation of these systems.
- Respond to urgent service requests, including after-hours support, to address system failures that may affect school operations or safety.
- Establishes and maintains records of preventative maintenance programs and other records of work performed.
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and makes informed recommendations for major maintenance and repair to appropriate staff.
- Analyzes blue prints, schematics, and drawings of electronic systems for the purpose of determining the efficient installation of new or upgraded systems.
- Collaborate, communicate and coordinate with Maintenance Manager and maintenance colleagues for the purpose of completing projects and work orders efficiently.
- Estimates materials and equipment needed to complete work projects for the purpose ensuring timely completion of projects.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Provides guidance for the purpose of completing the job to General Maintenance Workers, as needed.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites. May drive a truck with a trailer attachment.
- May assist in the onboarding and training of new employees, by sharing best practices and departmental procedure.
- Loads, unloads and assists in maintenance of all equipment and equipment inventory.
- Identifies, reports, and assists with resolving safety, sanitary, and fire hazards as directed.
- Completes assigned work orders including closeout, tracking time and inventory.
- May assist in emergency response to ensure the district facilities are secure and operational, as needed.
- Provides support for Civic Center Act by preparing buildings and/or site for events.
- Attend safety trainings and other certification trainings as required.
- Performs other job related duties as assigned.

JOB REQUIREMENTS: Qualifications, Skills, Knowledge, and Abilities

Strong understanding of low-voltage electronics, troubleshooting techniques, and system diagnostics.

Knowledge of networked systems, including LAN wiring, fiber optics, and structured cabling.
Ability to diagnose and repair audio, video, and telecommunications systems.
Familiarity with fire alarms, security systems, and emergency communication systems.
Proficiency in using oscilloscopes, multimeters, soldering tools, and other diagnostic equipment.
Ability to work independently and as part of a team.
Strong organizational and communication skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Requires lifting heavy materials (50+ lbs), climbing ladders, working in confined spaces, and standing for extended periods. May involve exposure to hazardous materials, chemicals, and unsanitary conditions.

EDUCATION AND EXPERIENCE: High School Diploma or Equivalent. Any combination equivalent to: graduation from high school supplemented by course work in electronics and training in electronic equipment repair and three years experience in the repair and maintenance of electronic equipment in commercial electronic system construction, installation, alteration, or repair work, of which 2 years must have been at the journey-level. Verification Required.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.