

JOB DESCRIPTION

JOB TITLE: Electronics Technician 'F'

Report Identification Code: edmett

Job Purpose Statement: The job of "Electronics Technician" is done for the purpose of assisting the Certified Electronics Technician with all functions of installing and maintaining electronic and computer network systems, components and equipment.

Essential Job Functions:

- * **Analyzes** drawings, schematics, and systems for the purpose of identifying existing electronic and computer network systems and determining the efficient installation of additional systems.
- * **Diagnoses** problems and/or failures in electronic and computer network systems and equipment for the purpose of identifying repair and replacement needs to maintain equipment and systems.
- * **Installs** electronic and computer network systems and components for the purpose of maintaining them in safe operating condition.
- * **Maintains** tools and equipment for the purpose of providing availability and safe, operational condition necessary to ensure completion of work activity in a timely manner.
- * **Prepares** written documentation for the purpose of providing written support, accountability and conveying information.
- * **Procures** materials, supplies and/or equipment for repair work for the purpose of ensuring availability to complete assignments in timely manner.
- * **Repairs** electronic systems, components and equipment for the purpose of ensuring proper and safe operation of equipment.
- * **Responds** to emergency situations for the purpose of resolving immediate safety and operational concerns and preventing further damage to property.
- * **Transports** materials, tools, supplies and/or equipment for the purpose of providing items at job site as required to complete work activity.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Attends** training and/or classes for the purpose of maintaining skills and meeting credential requirements.
- * **Coordinates/assists** maintenance staff, other personnel and/or contractors for the purpose of completing projects and/or work orders efficiently.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience within specialized field.
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: operate and maintain tools and equipment relating to electronic systems; read and interpret plans, blueprints and/or schematics, and scientific/technical manuals; perform algebra, geometry and/or shop math; perform multiple specialized/technical tasks;

administer appropriate assessment instruments and techniques; prepare and maintain accurate records; use English in both written and verbal form to communicate effectively with staff, contractors and/or the public; apply principles of logical and scientific thinking to define problems, collect data, establish facts and/or draw conclusions and/or interpret an extensive variety of technical instructions; operate standard office equipment including pertinent computer applications; and plan and manage projects.

Knowledge of: methods and use of materials, tools and equipment used in electronics trade; appropriate building codes, safety practices, systems components; and complex computer operations.

Abilities to: adhere to safe work practices; understand and carry out oral and written instructions; work cooperatively with others; adjust to flexible work assignments; work accurately, with attention to detail and with minimal supervision; work under time constraints; interact with persons of different age groups and cultural/educational backgrounds; and meet deadlines and schedules; able to work in confined areas.

Significant physical abilities include walking/standing for prolonged periods, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/visual accommodation/color vision, exposure to electrical hazards.

- * **Training Required:** Proficiency in trade
- * **Education Required:** High school diploma or equivalent
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability; Computer Repair and Installation Certificate