

## **Electronics Tech. II (B)**

### **DEFINITION**

Under the direction of the Maintenance Supervisor, organizes, performs semi-skilled and skilled work in the installation, maintenance and repair on a variety of electronics, telecommunication, audio-visual equipment, performs a variety of functions in the planning, implementation of telecommunication, and database network operations; performs semi-skilled and skilled functions in other maintenance trade areas; performs other related work as assigned and/or required.

### **ESSENTIAL DUTIES**

- coordinates, organizes, and performs semi-skilled and skilled maintenance and repair of telecommunication equipment, computers, computer terminals, electronic office equipment, and a variety of other electronic equipment
- assists in the planning, scheduling of the installation, maintenance and repair of fire alarms and detection systems, electronic lock systems, and scoreboards
- utilizes a variety of specialized electronic testing equipment in diagnosing, evaluating and testing electronic related equipment
- aligns, adjusts and calibrates electronic equipment in accordance with manufacturer specifications
- replaces defective electronic components, parts and wiring using a variety of hand tools, equipment
- investigates, tests, and recommends the purchase of electronic, audio-visual equipment, computer hardware, application software
- requisitions, orders and maintains an adequate inventory of electronic components, parts, supplies and repair materials
- maintains and updates a technical library of manuals, blueprints, schematic drawings
- organizes, and lays-out assigned work tasks
- assists in conducting in-service training programs relative to the operation and maintenance of computer, detection, fire alarms, and electronic equipment
- assists in monitoring outside technical vendor services to ensure a high standard of performance

### **QUALIFICATIONS**

**Knowledge of:** Methods, procedures, techniques, materials, and equipment utilized in the installation, repair and maintenance computer hardware, electronic and visual equipment; communication equipment, clocks, fire and security detection systems, district policies, legal mandates, and codes pertaining to the inspection, repair, and maintenance of computer hardware, communications, electronic, audio-visual, and other specialized systems; safe working methods and procedures.

**Ability to:** Install, maintain, and repair various types of electronic and audio-visual equipment, clocks, fire and security detection and communication systems; utilize special electronic testing equipment to determine defects and malfunctions; accurately estimates labor and material costs; maintain simple records and to be able to prepare complete and concise reports; understand and carry out oral and written directions; establishes and maintains cooperative working relationships.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 50 to 75 pounds to lift, carry, push, pull or otherwise move objects
- will walk or stand for extended periods of time, will occasionally be required to ascend or descend ladders, stairs, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone and other communication devices
- must possess the manual dexterity to operate equipment and use hand tools and work with various objects and materials
- may be exposed to hot, cold, wet, humid, or windy conditions caused by weather

### **EXPERIENCE AND EDUCATION**

**Experience:** Three years of experience at an apprentice and journeyman level in the installation, maintenance and repair of computer hardware, electronic, audio-visual, clocks, fire alarm, security detection and telecommunication systems, two of these years must be within the last ten years of employment.

**Education:** Verification of a High School diploma, a GED certificate or a higher degree, supplemented by course work and training in the maintenance and repair of computer, electronic, telecommunication, fire and security detection system and audio-visual equipment is desirable.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier.