

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

Job Title: Electronics Technician
Prepared Date: 6/30/2016
Revised Date: 7/25/2017
Work Year: 261 days
Department: Facilities
Reports To: Trades Foreman
Salary Range: Journey/Licensed/Certified Trades - ACME Negotiated Agreement
Benefits: Fringe Benefits based on ACME Negotiated Agreement
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Electronics Technician position is to independently perform the full range of diagnostic, preventive maintenance, alignment and calibration, and overhaul tasks, on both hardware and software on a variety of low voltage electronic and telecommunications equipment, customer service, and building equipment and systems, applying advanced technical knowledge to solve complex problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or GED
- Graduation from an accredited program of training in electronic repair or certification by a nationally recognized electronics certification program, such as NABER, NICET, NARTE, APCO or equivalent technical certification.
- Three years' experience in component-level electronics diagnosis and repair.
- Verified valid Colorado Driver's License and be insurable by the District's insurance carrier.
- Demonstrated ability to pass District designated post offer screen lift test.
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Successful completion of (a) all the requirements for a bachelor's degree in electrical engineering, electronics engineering, or electronics technology, or (b) 3 years of study in an accredited (by the Accreditation Board of Engineering and Technology, Inc. (ABET) curriculum in electronics, or (c) a full 4-year course of study leading to a bachelor's degree that included major study or at least 24 semester hours in any combination of courses such as those shown above. At least 12 of the 24 semester hours must have been in electronics courses.

- BICSI Installer 2, Copper certification (for installing copper)
- BICSI Installer 2, Fiber certification (for installing fiber)
- BICSI Technician level certification

SKILLS AND KNOWLEDGE:

- Excellent interpersonal and communication skills.
- Maintaining confidentiality of work related information and materials.
- Effective organization and planning skills.
- Maintain an established work schedule.
- Mechanical aptitude.
- Ability to work on ladders and elevated platforms.
- Ability to communicate in a concise and effective manner.
- Ability to understand and follow instructions precisely.
- Ability to read blueprints, architectural, mechanical, and electrical documents.
- Ability to use test equipment such as multi-meter, signal tone generator, and oscilloscope.
- Ability to safely drive a district vehicle.
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.
- Respond to emergency or critical incidents in order to confine, resolve, and/or prevent environmentally hazardous conditions
- Prioritize, plan, organize, and execute work effectively, act independently, and exercise initiative in the performance of job duties.
- Ability and willingness to take ownership/responsibility for project completion and provide initiative in reaching organizational goals.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Perform complex testing, diagnosis, maintenance, alignments and calibration, overhaul, and revision, of electronically operated or controlled equipment or systems; may be required to perform maintenance of associated electromechanical equipment and systems.
- Observe the operation of systems and equipment, and apply various testing and diagnostic methods and procedures to locate and correct malfunctions and/or failures and ensures maximum system performance.
- Provide technical maintenance support for security systems, fire detection systems, intercoms, school bells, data connections and all other electronic equipment and components.

- Performs equipment inspections to assess the quality of service or maintenance received and to discover incipient malfunctions.
- Initiates work orders requesting corrective actions for equipment not meeting maintenance or operating standards; estimates time and materials necessary to make corrections and conducts investigations of frequent or serious equipment failures to determine the cause of the breakdown and to recommend remedial maintenance action.
- Recommends changes to servicing and preventive maintenance activities; assists in the revision of preventive maintenance and operator checklists and their frequency to sustain the proper degree of maintenance.
- Installation of low voltage wire, coaxial cable or other electrically charged wiring for various systems.
- Performs analyses of equipment failures; reviews operational reports, audits, and other information, to determine where operational enhancement can be made to prevent equipment or systems deterioration.
- Participates in the installation, removal, modification, assembly, and/or disassembly of systems and equipment.
- Provides technical support to other employees or in installations within the area served.
- Performs in-process and final operational checks and tests work completed by other employees; may work without direct supervision.
- Access and retrieve work orders using the automated work order system. May enter time and materials information associated with work performed on orders.
- Operation of a vehicle, lifts or use other types of equipment in the course of assigned duties.
- Follows established safety practices and requirements while performing all duties; reads and adheres to instructions listed in applicable maintenance directives.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by Trades Foreman, Maintenance and Operations Supervisor, or the Executive Director of Facilities.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate but a technician may be exposed to very loud noises that can damage hearing without proper protection. The technician may work inside and outside in all different weather conditions including extreme cold and extreme heat. The technician may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose, and skin from irritation and infection. Regularly exposed to the possibility of receiving cuts and serious injuries and risk of electrical shock while performing work using power tools and systems