

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: ELECTRONICS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Facilities, Maintenance and Operations, perform a variety of skilled work in the installation, maintenance and repair of clock, bell, security systems, fire alarm, public address and other electronic and communication systems, devices and equipment; make appropriate repairs to electronic devices, components, cabling and equipment

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform skilled electronics work in the installation, maintenance and repair of electronic devices, intrusion and fire alarm systems, communication systems, intercom systems, clock and other electronic systems and equipment.

Troubleshoot and diagnose electronic and communication system problems and malfunctions; make appropriate repairs to electronic devices, components, cabling and equipment; trace out wiring, perform diagnostic tests on system components and replace defective wires, devices and parts.

Assemble, install, test and maintain a variety of electronic and communication system components and equipment such as smoke detectors, intercoms, speakers, alarms, scoreboards and clocks; replace faulty devices as needed; assure proper functioning of intrusion and fire alarm systems.

Maintain and repair various audio-visual equipment such as closed-circuit televisions, radios, monitors, overhead projectors and other audio-visual systems; troubleshoot and resolve audio-visual equipment malfunctions; replace defective parts and components as needed.

Inspect, repair, install, test, maintain and replace a variety of electronic devices, equipment and systems such as conduit, cabling, wiring and intrusion and fire alarm, communication, intercom and clock systems; assure compliance with building codes applicable to electronics.

Troubleshoot and diagnose electrical malfunctions; make appropriate repairs to electronic assemblies, devices and equipment; trace out wiring, perform diagnostic tests on system components and replace defective wires and parts; determine and recommend repair work to be done by outside technicians.

Set up, repair, and maintain video recorders, cameras, television equipment, cable television systems and other office electronics.

Estimate labor, material and equipment needed for assigned projects; research electronic devices, equipment and systems to provide recommendations concerning system replacements, modifications, additions and related purchases; monitor inventory levels of materials and equipment; order, receive and maintain inventory of materials and equipment as needed; maintain detailed, accurate repair records.

Operate a variety of tools and electronic testing equipment such as drills, wrenches, cable locators,

frequency counters, volt meters, soldering irons, oscilloscopes, multi-meters, power analyzers, digital probes and signal generators; operate a computer and assigned software; drive a vehicle to conduct work.

Interpret plans, diagrams, blue prints, sketches and specifications; participate in estimating time, material and equipment needs for projects

Perform routine and preventive maintenance on electronic systems, parts and circuitry; set up and program communications and other specialized electronic systems.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to work orders and assigned activities.

Maintain shop and work areas in a safe, clean and orderly condition.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, testing devices and equipment used in electronics work.

Design, construction, installation, repair and maintenance of telephone, clock, bell, security, fire alarm, public address, sound and other electronic and communication systems.

Programming, terminology and operation of telecommunication systems including telephones and voicemail features.

Operation of a wide variety of hand and power tools and equipment.

Shop math applicable to electronics.

Applicable building codes, ordinances, fire regulations and safety precautions.

Technical aspects of electronics.

Preventive maintenance principles and practices.

Health and safety regulations and procedures.

Oral and written communication skills.

Record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Perform a variety of skilled work in the installation, maintenance and repair of telephone, clock, bell, security, fire alarm, public address, sound and other electronic and communication systems, devices and equipment.

Inspect, troubleshoot, diagnose and resolve electronic and communication device, system and equipment malfunctions.

Maintain, monitor and assure proper operation of assigned telephone and data systems.

Operate tools, equipment and materials used in electronics.

Repair or replace a variety of parts, components and equipment

Organize and schedule electronic and communication work.
Work from sketches, diagrams, blueprints, plans and specifications.
Maintain various records related to work performed.
Work independently with little direction.
Determine material, equipment and supply needs.
Observe health and safety regulations.
Interpret, apply and explain applicable building codes, ordinances, fire regulations and safety precautions.
Understand and follow written and oral instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation or equivalent, and supplemented by completion of an approved apprenticeship program in the electronics trade and two years journey-level experience in the installation, maintenance and repair of electronic and communication systems, devices and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.
Seeing to perform maintenance duties.
Hearing and speaking to exchange information.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Climbing ladders and working from heights.
Sitting or standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.
Working at heights.
Electrical power supply and high voltage.
Climbing ladders and working from heights.
Standing for extended periods of time.

CLEARANCES:

Criminal Justice Fingerprint/Background
Tuberculosis
Pre-placement Physical and Drug Screen