MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title
Electronic Technician III

II. Position Description
Under general supervision, plans, organizes, and coordinates the electronic repair activities for the Maintenance and Operations Department; supervises and performs skilled duties in the installation, repair, and maintenance of a variety of telephonic and communications equipment; repair and installation of computer systems and equipment; requisitions, evaluates, and maintains an on-going reserve stock of communications, electronic, and mechanical parts; provides information and instruction in the use and operation of equipment; and does related work as required, including installation and repair of district fire/intrusion alarm system; and outside vendor contract supervision; assigns work and supervises workers; and acts as working leadperson.

Duties assigned to this class may be generally divided into three areas. The incumbents in this position perform and supervise skilled repair and maintenance of a wide variety of communication equipment; to a lesser degree, incumbents perform computer networking and other computer system related activities; provide technical assistance for presentations for district users, and generally provide technical assistance as may be required for a given activity; the third area of responsibility revolves about the setting-up of and integrating fire and intrusion systems for the district; the incumbent acts as a working leadperson, supervising, and assigning job tasks to electronics repair personnel.

III. Example of Duties/Responsibilities
A. Diagnoses problems and overhauls, assembles, repairs and performs major and routine electronic, electrical, and mechanical maintenance-E
B. Under department directions, coordinates with contractors, architects, and administration during either new or remodel construction to verify conduit runs, sizing, and future needs-E
C. Schedules work in cooperation with other maintenance sections and personnel-E
D. Distributes work assignments to assigned personnel-E
E. Inspects work in progress and upon completion, sees that work is performed in compliance with instructions and meets appropriate quality standards-E
F. Trains, guides, checks, evaluates, and corrects the work of assigned workers-E
G. Prepares estimates of labor and material costs for jobs-E
H. Prepares requisitions, orders and stores supplies and materials-E
I. Keeps time, labor and material records
J. Maintains gas, oil, and water in assigned vehicles
K. Supervises workers assigned to install, maintain and repair electronic clock systems, intercoms, telephone systems, switchboards, alarm systems, radio networks, and electrical equipment such as scoreboards, signs, and marquees-E
L. Conducts maintenance and repair on computers, disk drives, and monitors
M. Utilizes a variety of electronic testing equipment to determine defects and malfunctions - E
N. Reads schematics, using volt meters, tube testers, transistors, coils, transformers, and other component parts - E
O. Requisitions and maintains an adequate supply of parts and repair materials - E
P. Plans, organizes, and lays out assigned tasks - E
Q. Drives a service vehicle to and from various work sites - E
R. Maintains a variety of records and prepares reports - E
S. Programs a variety of electronic equipment, such as alarms, bell systems, intercoms, telephones, radios, and other programmable equipment - E
T. Understands and carries out oral and written directions - E
U. Establishes and maintains cooperative working relationships - E
V. Performs other related duties as directed

(E) Essential

IV. Minimum Qualifications

Knowledge of:
• Methods, tools, and procedures used in repairing and servicing computer terminals, printers, monitors, television receivers, public address systems, recorders, clock bell and alarm systems, and a variety of telephone and communications equipment;
• Troubleshooting techniques required in the maintenance of such equipment

Ability to:
• Utilize the methods, tools, and procedures for repairing and servicing communications equipment, computer systems, public address systems, recorders, clock bell and alarm systems, and a variety of electronic equipment
• Read and interpret technical specifications
• Work accurately and rapidly on intricate mechanisms
• Schedule and meet deadlines with a minimum of technical assistance
• Accurately estimate labor and material costs of repair and construction work
• Read and interpret building blueprints, working drawings, and sketches
• Layout, coordinate, supervise, inspect, and evaluate the work of electronic repair personnel

Education and Experience
• Education: Equivalency to graduation from high school supplemented by coursework or training in the maintenance and repair of computer, electronic, and communications equipment is required.
• Experience: Four (4) years of experience in the installation, maintenance, and repair of computers and related equipment, electronic, audiovisual, clocks, alarms, and communication systems is required
• One (1) year as leadperson or supervisor is desirable

License
• Valid California Class 3 Driver’s License
Working Conditions

**Environment**
*Office environment/school campus environment
*Periodic work in equipment room/crammed spaces
*Indoor and outdoor environment
*Subject to driving a vehicle to conduct work

**Physical Abilities**
*Heavy lifting, carrying, pushing and/or pulling
*Climbing, working on scaffolding and ladders
*Dexterity of hands and fingers to operate specialized hand and power tools and electronic components
*Reaching overhead, above the shoulders and horizontally
*Bending, twisting at the waist
*Squatting, kneeling, crawling, lie on back
*Grip and grasp power tools
*Working at heights
*Hearing and speaking to exchange information
*Seeing to observe and perform repairs and read manuals, and inspect electronic components

**Hazards**
*Exposure to electrical power supply and high voltage
*Working on ladders or scaffolding at heights
*Working in a cramped or restrictive work chamber
*Working around and with machinery having high speed moving parts
*Ability to respond to emergency calls at night or on weekends

Revised
4/99/am