I. Position Title

Electronic Technician II

II. Position Description

Under general supervision, performs specialized technical work in the installation, programming, repair, and maintenance of a variety of electronic systems and equipment including but not limited to alarm, CCTV and CATV, communications, intercom, public address, and master clock/bell.

III. Examples of Duties/Responsibilities

A. Diagnoses problems and overhauls, assembles, repairs and performs major and routine electronic, electrical, and electromechanical maintenance pertaining to this position description – E
B. Under direction, coordinates with contractors, architects, and administration during either new or remodel construction to verify conduit runs, sizing, and future needs – E
C. Installs, maintains, and repairs, electronic clock systems, intercoms, telephone systems, switchboards, alarm systems, radio networks, CCTV and CATV systems and electrical equipment such as scoreboards, signs, and marquees – E
D. Utilizes a variety of electronic testing equipment to determine defects and malfunctions – E
E. Reads schematics, using volt meters, transistors, coils, transformers and other component parts – E
F. Works from blueprints, technical specifications, work orders, or verbal instructions - E
G. Requisitions and maintains an adequate supply of parts and repair materials – E
H. Plans, organizes, and lays out assigned tasks
I. Drives a District vehicle to and from various work sites – E
J. Maintains gas, oil, and water in assigned vehicle - E
K. Maintains a variety of records and prepares reports – E
L. Programs a variety of electronic equipment such as: alarms, bell systems, intercoms, telephones, radios, and other programmable equipment – E
M. Performs other related duties as directed

(E) - Essential
IV. Minimum Qualifications

Knowledge of:

- Electronic and electrical theory, principles, and practices
- Methods, tools, and procedures used in repairing and servicing alarm systems, CCTV and CATV, communications equipment, intercom systems, master clock/bell systems, program systems, public address systems, and a variety of electronic and peripheral equipment
- Network and data cabling
- Troubleshooting techniques required in the maintenance of such equipment
- Appropriate safety precautions and procedures

Ability to:

- Utilize the methods, tools, and procedures for repairing and servicing alarm systems, CCTV and CATV, communications equipment, intercom systems, master clock/bell systems, program systems, public address systems, and a variety of electronic and peripheral equipment
- Read and interpret blueprints, schematics, and technical specifications
- Work accurately and rapidly on intricate mechanisms
- Schedule and meet deadlines with a minimum of technical assistance
- Maintain records
- Learn and utilize new and current technologies
- Operate District vehicles
- Perform work safely
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Respond to emergency calls at night or on weekends

Education and Experience:

- **Education:** Graduation from high school or equivalent supplemented by coursework or training in the maintenance and repair of computer, electronic, and communications equipment is required
- **Experience:** Three (3) years of experience in the installation, programming, maintenance, and repair of clocks, alarms, intercom, TV, public address, communications systems and peripheral equipment is required
License:

• Possession of a valid California Driver’s License and driving record insurable to District standards

Working Conditions:

Environment:
• Office environment/school campus environment
• Periodic work in equipment room/crammed spaces
• Indoor and outdoor environment
• Subject to driving to various District sites to conduct work

Physical Abilities:
• Heavy work – lifting, carrying, pushing and/or pulling up to approximately 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds
• Working at heights - 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
• Standing and walking for extended periods of time
• Squatting, kneeling, crawling, lie on back
• Grip and grasp power tools, supplies, and equipment
• Hearing and speaking to exchange information
• Visual acuity to observe and perform repairs, 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 space
• Working around and with machinery having high speed moving parts
• Exposure to adverse weather conditions
• Exposure to noise from equipment operation

Revised:
09/12/11 - sb
09/30/11 – Negotiations
11/15/11 – Board Acknowledgement