

JOB TITLE: LEAD ELECTRONICS TECHNICIAN

BASIC FUNCTION

Under the direction of an assigned supervisor, leads and participates in skilled work in the assembling, installation, maintenance, and repair of a variety of electronic and audio-visual equipment, including micro and mini computers and computer terminals; serves as a resource and provides support to assigned personnel and users.

ESSENTIAL JOB FUNCTIONS

- Leads and coordinates activities of assigned electronics personnel; provides technical information related to the evaluation of assigned personnel
- Performs a variety of orientation and training of department personnel
- Performs skilled maintenance and repair of computers, projectors, television sets, radios, tape recorders, television cameras, turntables, and a variety of other electronic, broadcasting, and audio-visual equipment
- Installs, maintains, and repairs computer networks and systems, alarm and detection systems, electronic clock systems, sound systems and scoreboards
- Utilizes a variety of specialized electronic testing equipment in aligning, adjusting, and calibrating electronic, broadcasting, clock and alarm systems and audio-visual equipment
- Tests and diagnoses equipment malfunctions and replaces defective electronic components and wiring, utilizing a variety of specialized tools
- Confers and provides technical support to data processing system users
- Assists in testing and evaluating application software and hardware for purchase recommendations
- Plans, organizes, and lays out assigned tasks
- Maintains an adequate inventory of parts, materials, and supplies, and requisitions and orders required maintenance and repair items as necessary
- Maintains a variety of records and files related to assigned duties
- Serves as a liaison and resource to other departments and schools
- Installs computer programs and software as needed
- May serve as liaison with outside contractors and vendors
- May conduct in-service training programs relative to the operation and maintenance of computer and electronic equipment
- Maintains and continuously updates a technical library of manuals, blueprints, and schematic drawings
- Plan, organize, and conduct orientation and training programs as assigned
- Coordinate and direct the work of others as assigned
- Serves as a resource to appropriate committees
- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate the variety of tools and equipment utilized in the performance of duties
- Test and evaluate electronic, audiovisual, and computer equipment

- Install, maintain, and repair various types of computer related, electronic and audio-visual equipment, clock, alarm, and communication systems

Knowledge of:

- Methods, procedures, techniques, materials, and equipment utilized in the installation, repair, and maintenance of computer hardware, computer networks, electronic and audio-visual equipment, clock, and detection systems
- District policies, legal mandates, and codes pertaining to the inspection, repair, and maintenance of networks, computer hardware, electronic, audio-visual, and other specialized electrical systems
- Safe working methods and procedures
- Organization, coordination and employee motivation methods, techniques and strategies

Ability to:

- Effectively lead and guide assigned personnel
- Prioritize and identify needs and solve problems independently as appropriate
- Utilize special electronic testing equipment to determine defects and malfunctions
- Maintain simple records and be able to prepare complete and concise reports
- Analyze and develop solutions for systems problems
- Read, understand, interpret and apply complex written instructions and information
- Apply knowledge of computer hardware, software and network systems to a wide variety of management and user service requests
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal direction and supervision
- Establish and maintain positive and effective working relationships
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Suggest and implement procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

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 be expected to perform heavy work, which involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)
- Climbing ladders and stairs
- Reaching overhead, above the shoulders or horizontally
- Walking and standing for extended periods of time
- Manual dexterity to operate equipment, use tools and equipment

- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three years of experience at the journey level in the installation, operation, maintenance and repair of computer, electronic, broadcasting and audio-visual equipment, including experience in a leadership role.

Education:

Equivalent to graduation from high school, supplemented by coursework and training in electronic and technological theory, and in the operation, maintenance and repair of computer, electronic, broadcasting, and audio-visual equipment.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Valid California Class C driver's license

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier
- Employees in this classification are subject to random drug testing as prescribed by Federal law
- Must receive two hours of asbestos awareness training within the first 60 days of employment. Federal law requires that employees receive additional ACBM training if they work in areas in which asbestos-building materials may be disturbed. The training will be provided by the District