

Sweetwater Union High School District

ELECTRONICS REPAIR TECHNICIAN

Purpose Statement

The job of Electronics Repair Technician is done for the purpose/s of installing, repairing, maintaining electrical systems and equipment including audiovisual equipment, clocks, bells, intrusion alarm systems and related equipment; identifying repair and/or replacement needs; assisting skilled trades; and providing necessary information on the proper uses of the equipment.

Essential Functions

- Repairs electrical components and/or systems (e.g. audio-visual equipment, clocks, bells, security and fire alarms, intercoms, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Diagnoses causes of electrical problems (e.g. audio-visual equipment, clocks, bells, security and fire alarms, intercoms, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Installs electrical system components (e.g. alarms, clocks, bells, intercoms, sound systems, fire alarm systems, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Maintains electrical systems and equipment for the purpose of ensuring the availability and proper operation of services and systems.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Communicates with District staff, administration and outside agencies for the purpose of receiving and conveying information to resolve issues and/or concerns.
- Informs personnel regarding procedures and/or status of work orders (e.g. changes in codes, reports deficiencies, technical support/training, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Prepares documentation (e.g. repair status, reports, safety logs, etc.) for the purpose of conveying information and/or providing supporting materials for requested actions.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items to complete the necessary installation/repair.
- Responds to emergency situations during and after hours as needed and/or assigned for the purpose of resolving immediate safety concerns.

Other Functions

- Assists others for the purpose of ensuring the efficient and effective completion of their work activities.
- Attends meetings, workshops, trainings, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electrical systems; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices and handling hazardous materials.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, techniques, materials and tools used in installation, troubleshooting, maintenance, and repair of electrical systems/sub-systems; and troubleshooting and maintaining mechanical, electrical, environmental systems/sub-systems including control/balancing these systems.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working independently.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 35% walking, and 45% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Education/Experience

Any combination equivalent to High School diploma, supplemented by approved apprenticeship program in electricity, and three years of experience performing electronics repair work.

Required Testing

Pre-employment Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability
Completion of an approved apprenticeship program in electrical work.

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224