

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: ELECTRONICS SHOP SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Maintenance, supervise, coordinate and participate in the repair, alteration, installation and maintenance of electronic devices, audio-visual equipment, clocks, bells, intrusion and fire alarm systems, telephone systems and related equipment; train, schedule and supervise assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervise and participate in the inspection, repair, installation, testing, servicing, maintenance and replacement of a variety of electronic devices and systems such as audio-visual equipment, clocks, bells, lighting systems, security and fire alarms, telephone systems, intercoms and electronic circuitry related to specialized and automated systems.

Train and supervise the performance of assigned personnel; coordinate and schedule electronic repair, alteration, installation and maintenance activities; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; arrange employee schedules; review and monitor employee time sheets.

Oversee and participate in the troubleshooting and diagnosis of difficult problems related to electronic devices and systems; provide recommendations concerning new electronic devices and systems.

Assemble, install, test, troubleshoot, repair and maintain electronic equipment including sound systems, scoreboards, sound amplification equipment and various types of radios.

Operate a variety of tools and electronic testing equipment such as drills, wrenches, cable locators, stereo analyzers, volt and wattage meters, soldering irons, oscilloscopes, multi-meters and signal generators; operate a computer and assigned software; drive a vehicle to conduct work.

Plan and lay out work; prepare work orders; make rough sketches and working drawings; work from oral and written instructions, technical manuals, shop drawings, wiring diagrams, blueprints, schematics, specifications and catalogs; respond to emergency needs as requested.

Estimate labor, time and material costs; monitor inventory levels of electronic parts and supplies; order, receive and oversee the storage of electronic parts and supplies.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Perform routine preventive maintenance on electronic systems, parts and circuitry; inspect, maintain and repair electronic cabling and wiring as needed; set up and assist in programming specialized and automated systems.

Prepare and maintain a variety of records and reports related to assigned activities.

Serve as a technical resource to District personnel concerning electronic systems and devices.

Set up and maintain sound systems for special activities and events as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, materials, tools, testing devices and equipment used in the electronics trade.

Principles and practices of supervision and training.

Design, construction, installation, repair and maintenance of electronic devices and systems.

Theory of operation for sound systems and related devices.

Applicable laws, codes, regulations, policies and procedures.

Shop math and measures applicable to the electronics trade.

Appropriate safety precautions and procedures.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Proper lifting techniques.

ABILITY TO:

Supervise, coordinate and participate in the repair, alteration, installation and maintenance of electronic devices and equipment.

Operate tools, test equipment, equipment and materials of the electronics trade as related to bells, clocks, security and fire alarm systems, telephone systems, audio-visual equipment and sensors.

Train, schedule and supervise assigned personnel.

Perform accurate measurements and shop measurements.

Plan and lay out electronics work.

Work from technical manuals, shop drawings, wiring diagrams, blueprints, schematics, specifications and catalogs.

Estimate materials and supply needs.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe safety precautions and procedures.

Operate a computer and assigned software.

Maintain records and prepare reports.

Plan and organize work.

Prioritize and schedule work.
Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and supplemented by completion of an approved apprenticeship program in electronics and five years electronics experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate tools and machines utilized in the electronics trade.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching to perform repair and maintenance tasks.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Hearing and speaking to exchange information.
Seeing to perform detailed electrical work.
Standing for extended periods of time.
Heavy physical labor.
Climbing ladders.

HAZARDS:

Electrical power supply and high voltage.
Working at heights on ladders and airlifts.

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