

ELECTRONIC SYSTEMS/ MAINTENANCE WORKER

Purpose Statement:

The job of Electronic Systems /Maintenance Worker is done for the purpose/s of maintaining and performing skilled electronics work in the installation, maintenance and repair of electronic devices, intrusion and fire alarm systems, communication systems, intercom systems, clock systems and other electronic systems and equipment in order to provide a safe and operational learning environment for students, staff and public; maintain a preventive maintenance program; and resolve immediate operational and/or safety concerns.

Essential Functions

- Coordinates projects (e.g. electrical wiring, alarm systems, telephone system, etc.) for the purpose of ensuring safe and operational equipment and facilities.
- Estimates time and materials for various items for the purpose of maintaining stock and materials for electronic equipment.
- Inspects systems and their components (e.g. electrical, parts, equipment, alarms, facility appurtenances, computer wiring, audio visual equipment, etc.) for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs system component parts (e.g. Promethean boards, electrical wiring, cables, intercoms, audio visual equipment, facility appurtenances, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Oversees electronic systems contractors for the purpose of ensuring work is completed within specifications.
- Maintains tools and equipment for the purpose of ensuring the availability of items in safe operating condition.
- Prepares documentation (e.g. work orders, equipment repair, preventative maintenance records, purchase requisitions, etc.) for the purpose of providing written support and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Repairs equipment and system components (e.g. parts, equipment/facility appurtenances, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, instructional materials, office mail, etc.) for the purpose of providing and/or removing items at school and/or job sites, events, etc.

Other Functions

- Assists other trades as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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 skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials, tools and equipment used in the maintenance of audio-visual and electrical equipment; electronic/electrical theory; safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. 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; setting priorities; working as part of a team; working with constant and sustained interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

Experience Job related experience within specialized field is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam
Pre-Employment Proficiency Test

Continuing Ed./Training

None Specified

Certificates & Licenses

Valid State Driver's License & Evidence of insurability

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date
8/10/16

Salary Grade
Clsfd 28