

## ELECTRONICS TECHNICIAN

### KIND OF WORK

Technical work constructing, repairing, and maintaining electronic equipment.

### NATURE AND PURPOSE

Under immediate supervision, an employee in this class is responsible for performing skilled technical work in constructing, repairing, and maintaining a variety of electronic equipment. Operates electronic test equipment to determine required repairs. May maintain and record supplies of equipment and parts. Performs related work as required. This class differs from the Electronics Technician Senior in that it does not provide leadwork direction to other Electronics Technicians, and does not perform advanced level repair and maintenance work on electronic equipment.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Repair, install, and maintain audio-visual, fire alarm, and security equipment so that equipment is functioning properly by modifying and trouble-shooting equipment problems using test equipment and by designing and making circuits, relays, and other components for equipment modification and enhancement; install fire alarm and security systems and provide maintenance and repair of all components; repair, maintain and calibrate equipment for use in small radio studio and transmitter; perform above tasks for such equipment as transcription machines, slide and overhead projectors, VHS video recorders, TV monitors, mixers, amplifiers, duplicators, photography equipment, CCTV, satellite dishes, VCR edit systems, multi-camera video systems, and special effects generators.

Repair, install, and maintain HVAC and related energy management equipment so that equipment operates safely and effectively by installing controllers and related equipment; calibrating equipment; operating control sensor transmitters, relays, and positioners used in boiler control and HVAC equipment; performing preventive maintenance on the above equipment; periodically inspecting and checking HVAC equipment and energy management controls.

Repair, install, and maintain data and voice communication systems so that communication equipment is functional by installing communications stations and multi-key systems; installing lines and cable; repairing and maintaining related electronic equipment; coordinating repair of communications equipment with outside vendors; reprogramming equipment.

Repair, install, and maintain computer terminals, personal computers, and network equipment and cabling so that equipment is in working order as needed by diagnosing and repairing computer equipment; preparing computer work areas with proper cabling, modems, and diagnostic equipment to facilitate data management; installing computer equipment, such as terminals, peripherals, printers, and other data management hardware; coordinating Local Area Network installation, determining hardware needs, providing installation, repair, and maintenance assistance to the network users.

Operates electronic measuring and data recording devices to assist in the design of electronic circuits so that electronic equipment is functioning effectively and efficiently by suggesting changes in construction of equipment to facilitate fabrication process; making adjustments to such equipment as necessary; making use of such equipment in constructing and assembling components of amplifiers, oscilloscopes, and/or transmitters.

Maintain inventory of parts and supplies to support electronic equipment installation and repair by maintaining supply usage statistics; preparing requisitions for replacement parts; performing acceptance testing of vendor supplied and repaired equipment; maintaining storage areas in a clean and orderly manner.

Provide user support and staff development regarding electronic hardware maintenance and repair so that end-users are increasingly self-sufficient and productive in making use of electronic equipment by providing users with training on use of hardware and electronic equipment; demonstrating electronic equipment usage to groups of agency staff; providing timely response to user inquiries regarding electronic equipment malfunctions; participating in introduction of new electronic products; performing user satisfaction surveys, interviewing staff, publishing results, and following up on plans to improve service.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Standard practices and procedures used in the repair, installation, and maintenance of electronic equipment sufficient to ensure diagnosis, repair, and operational efficiency of such equipment.

Operation of electronic tools and testing devices sufficient to perform electronic equipment repairs.

##### Skill in:

Operating measuring devices sufficient to calibrate electronic product servicing equipment.

Ability to:

Identify and classify electronic repair supplies and maintain systematic stock records sufficient to ensure availability of parts and supplies as needed.

Understand and follow oral and written directions sufficient to carry out electronic equipment installation, maintenance and repair.

Est.: 08/55

Rev.: 08/91

TC: 08/57; 07/69

Former Title(s): Radio and TV Repairman

Electronic Equipment

Repairman