

William S. Hart Union High School District

Position Description

Position: Electronics Technician	
Job Family: Maintenance and Operations	FLSA: Non-exempt
Approved by: Personnel Commission, April 20, 2011	Salary Range: 330

Summary

Under the direction of the Director of Maintenance and Operations and Maintenance Supervisor, performs skilled installation, maintenance and repair of low voltage systems. Systems include but are not limited to Private Branch Exchange (PBX) and Electronic Private Automatic Branch Exchange (EPABX) systems, synchronous clock systems, fire alarm and intrusion systems, public address and voice amplification systems and data communication infrastructure.

Distinguishing Career Features

The Electronics Technician requires journey-level experience, competency and physical abilities in connection with low voltage electrical systems.

Essential Duties and Responsibilities

- Troubleshoots, installs, maintains and repairs low voltage electrical systems including, but not limited to, PBX and EPABX systems, synchronous clock systems, fire alarm and intrusion systems, public address and voice amplification systems and data communication infrastructure.
- Installs, repairs and programs telecommunications equipment.
- Performs construction and maintenance of intermediate distribution frame (IDF) and main distribution frame (MDF).
- Installs and repairs support, station and district communication cables.
- Maintains inventory of repair parts for low voltage electrical systems.
- Interfaces with vendors to add service, expand systems and plan projects. Places all voice and data trunk orders with telecommunications service providers. Determines speed, capacity, and configuration specifications.
- Makes cable connections on blocks, jacks, and terminals. Makes cross connections, tag, and/or marks cable designation strips, blocks, and jacks. Sets up, installs, and programs devices and equipment including digital, analog, and emergency telephone sets, modems, cell phones, and non-system devices. Installs and sets up telephone lines for instructional and/or other activities.
- Maintains, updates, and repairs telephone registration system trunks and lines. Installs, maintains, and repairs the Proctor E911 system including the ANI and CAMA trunks. Downloads and receives event logs, system configurations, status and alarms.
- Creates, modifies, relocates, and deletes digital and analog ports and extensions for phones, fax machines, and modems, class of service assignments, least cost routing tables, automatic call distribution groups, digital ports, and system features such as but not limited to call pickup groups, forwarding destinations, hunt and speed dial groups.

- Develops and maintains a schedule of preventive maintenance of assigned systems.
- Creates and maintains system logs and reports. Maintains required records related to work orders, materials and assigned activities.
- Communicates with District personnel and various outside agencies to exchange information and resolve issues or concerns. Trains district personnel on correct operation of systems.
- Plans, organizes and lays out assigned tasks. Interprets plans, diagrams, sketches and specifications. Works from verbal and written instructions and work orders.
- Maintains work areas, equipment and tools in a safe, clean and orderly condition.
- Responds to failures and emergencies involving low voltage electrical systems.
- May perform other general maintenance duties as assigned that support the overall objective of a skilled maintenance worker.

Qualifications

Knowledge and Skills

- Principles, practices, methods, techniques, tools, equipment, layouts and set-ups used in low voltage electrical systems including control circuits, heating, ventilation and air conditioning systems, distribution systems, energy management systems and microcomputer based equipment.
- Operating characteristics and maintenance procedures for fire prevention and alarm systems.
- Telecommunications protocols and standards.
- Telephone and data wiring to current cabling standards, termination, and testing specifications, and other wiring to industry standards and practices.
- Knowledge of and skill at using microcomputers, common office productivity software, and custom applications for telephone operations.
- Safe work practices and the safety orders of the California OSHA related to area of specialty.
- Uses and purposes of hand and power tools and equipment used in low voltage electrical work.
- Knowledge of and skill at using a computer to access email and common office productivity and/or order processing software to access work related information.
- Sufficient math skills to make measurements and estimate costs.
- Sufficient human relation skills to work as part of a team and convey technical information to and from co-workers and vendors.

Abilities

- Requires the ability to carry out all aspects of the position.
- Promptly respond to District emergencies.
- Effectively use and maintain tools and equipment.
- Read, interpret and comprehend instructions, safety rules, policies and procedures, drawings, sketches, blueprints, schematics and building and fire codes.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Prepare and maintain accurate records and reports.

- Maintain productive and cooperative working relationships with others.
- Observe, demonstrate, and perform safe work practices and procedures.

Physical Abilities

- Work indoors in an office or shop environment and outdoors at field sites engaged in work of primarily a moderately active to active nature.
- Ambulatory ability and balance to stand, walk, carry, push, and pull up to 70 pounds for extended periods, climb ladders, telephone poles, towers, and trees.
- Hand-arm extension ability to reach, stoop, bend, squat and kneel.
- Manual and finger dexterity to operate specialized equipment and tools and to assemble components.
- Near and far visual acuity to write and to read printed materials, blueprints/schematics and computer screens, assemble components, and store and inventory equipment and supplies, and operate equipment.
- Hearing and speech to conduct ordinary and telephonic conversation.
- Work in areas subject to dust, fumes, temperature extremes, power tools and equipment, and exposure to electrical shock.

Education and Experience

High school diploma or equivalent plus specialized higher education or industry training in electronics or telecommunications and four years of experience in the installation, maintenance and repair of low voltage electrical systems.

Licenses and Certificates

Valid California driver's license. Certification in a major PBX system.

Mandatory Requirements

Safe driving record. Must be insurable and maintain insurability by the District's insurance carrier(s).

Working Conditions

Work is performed indoors and outdoors in extreme weather conditions where significant health and safety considerations exist from physical labor, body positioning, risk of electric shock and possible exposure to blood borne pathogens.