



## ELECTRONICS TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	57	07/01/2017	Classified	1 of 2

### DEFINITION

To plan, install, operate, repair and maintain electronic equipment and systems on a campus-wide basis.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Diagnoses and repairs inoperative audio/visual equipment (A/V), devices and other electronic systems.
- Evaluates all A/V equipment for cost effectiveness of repair verses replacement and subsequent inventory removals.
- Installs and maintains A/V equipment and systems.
- Establishes repair parts inventory levels and initiates timely order requests.
- Performs bench repairs and on-site maintenance and troubleshooting of amplifiers, power supplies, A/V equipment, as well as all electronic and mechanical projection equipment, to include associated wiring.
- Maintains repair records and schedules pickup and delivery of equipment to and from the colleges.
- Assists in the design and specification of A/V equipment and systems; verifies the work performed under purchase order contracts.
- Assists in estimating and planning A/V systems projects.
- Oversees and ensures the proper completion of work when performed and assisted by assigned personnel.
- Accurately and promptly documents labor hours and materials expended on assigned tasks.
- Identifies and reports to supervisor repair needs and safety discrepancies when observed at facilities.
- Evaluates and schedules to optimize resources of all work orders regarding A/V equipment and systems.
- Maintains accountability and inventory for assigned tools and equipment.
- Acts as video cameraman, editor and technical director on videotape productions as assigned.
- Specifies and purchases, within assigned budget, new, used, upgraded equipment, studio supplies, A/V checkout supplies and equipment, installation and room repair supplies and hardware.
- Performs related duties as assigned.



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### MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, theories, methods, materials and equipment used in the design, installation, operation and maintenance of A/V, multimedia, and production facilities.
- Federal rules and regulations affecting television and video systems operations and standards.
- A/V equipment commonly used for presentation support, including consumer and professional electronics. Equipment includes but is not limited to: Computers, TVs, DVD & Blue Ray Disc Players, VCRs, CD/Cassette Players/Recorders, digital audio recorders, mixing consoles, slide projectors, data projectors, PA Systems, video cameras and cabling.

Skill/Ability to:

- Design, install and troubleshoot video and electronic systems using proper test equipment.
- Design and implement multimedia-rich environments and develop technology support documentation.
- Troubleshoot computer networks.
- Safely operate and work from ladders, scaffolding, platforms and personnel lifts.
- Communicate effectively, both orally and in writing.
- Understand and carry out both oral and written instructions in an independent manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Two (2) years of work experience in enterprise control systems with Mac or PC operating systems, analog and digital media connectivity and A/V equipment, including experience in non-linear video editing software.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college or technical institute, with a major in computer science or a related field, or the equivalent.

Adopted: 07/01/17