

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Electronics Assistant Supervisor	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0672	WORK YEAR:	12 Months
DEPARTMENT:	Facilities and Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	01-65
		BOARD REVISION:	04-74 04-27-87
		HR APPROVAL:	06-11-10

BASIC FUNCTION:

Perform specialized and technical skilled electronics work to install, maintain, repair, and troubleshoot a variety of electronic and audiovisual equipment, such as computers, printers, monitors, disk drives, digital dialers, networking systems; microprocessor based intrusion alarm and fire alarm receivers and transmitters, video tape recorders, television receivers, telephone equipment, still and motion picture projectors, phonographs, tape recorders, public address (PA) systems, intercom systems, clock systems, cable television (CATV) systems, and other electronic equipment; train and provide work direction to assigned skilled electronics staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform specialized and technical skilled electronics work to install, maintain, repair, and troubleshoot a variety of electronic and audiovisual equipment including fire alarms, telephone systems, surveillance systems, intrusion systems, intercom-communication centers, computers and peripheral equipment, audiovisual equipment, cable television systems and amplifiers, networking systems, and clock systems. **E**

Train and provide work direction to assigned skilled electronics staff; assure work completed and in progress comply with applicable laws, rules, and regulations; coordinate work with other shops; monitor contract work. **E**

Assist in planning, scheduling, and leading the day-to-day operations of assigned staff. **E**

Estimate projects in terms of labor and materials; collect data to support cost estimates for repair projects and submit to supervisor; order and purchase materials according to established guidelines; budget management; maintain material inventories. **E**

Assist in establishing preventive maintenance schedules; recommend priorities of repair projects. **E**

Respond to after-hours emergency situations as directed. **E**

Install, maintain, and repair fire alarms, program fire panels, digital dialers, smoke detectors, signaling devices, power boosters, heat detectors, pull stations, relays, duct detectors, fan shut down, flow switches and butterfly valves, elevator recall, post indicator valves (PIV), and outside stem and yoke (OS&Y) valves. **E**

Install, maintain, and repair digital and analog telephone systems, including programming and use of key switch units (KSU), private branch exchange (PBX), voice mail, punch down blocks. **E**

Install, maintain, and repair surveillance systems, including the programming of closed circuit television (CCTV), access control, stationary and pan-tilt cameras, locks (fire safe, fail safe, solenoid), proximity and card swipe readers, digital recorders, and keypads. **E**

Install, maintain, and repair intrusion systems that require programming and the use of motion detectors, system panels, keypads, door switches, relays, outside bells, and digital alarm receivers. **E**

Install, maintain, and repair intercom-communication centers; requires programming and the use of handsets, speakers, call switches, and paging amplifiers. **E**

Install, maintain, and repair computers, central processing units, disk drives, power supply units, monitors, printers, peripheral devices, and software installation; set up, maintain, and repair computer networking systems that require the use of hubs, switches, routers, and various types of wiring such as fiber optic, Ethernet, etc. **E**

Install, maintain, and repair audiovisual equipment, such as public address systems, televisions, video cassette recorders (VCR), cassette players, phonographs, slide projectors, 16mm projectors, liquid crystal display (LCD) projectors, digital versatile disc (DVD) players, compact disk players, two-way radios, pagers, and presentation equipment. **E**

Maintain and repair cable television systems and amplifiers; requires the use of cable taps, signal splitters, and outlet jacks. **E**

Set up, maintain, and repair clock systems requiring the use of master and secondary clocks and bells. **E**

Estimate cost and time for major upgrades, repairs, and installation of equipment and systems; provide testing of sample equipment proposed for purchase; make recommendations related to the purchase of new systems. **E**

Provide technical assistance to district personnel, staff, and others in the use of equipment and systems; inspect and test equipment to determine source and feasibility of repair. **E**

Operate and maintain a variety of specialized hand and power tools and test equipment related to electronic repair work; operate a district vehicle, bucket truck, scissor lift, and related equipment and machinery; lift and carry heavy objects. **E**

Maintain related records as required. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: High school graduation plus related electronics training or courses, and five years experience in the repair and maintenance of electronics equipment.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license; employee entrance evaluation (lifting test). Attend asbestos awareness training within six months of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Electronic and electrical theory, principles, and practices.

Principles of training, and providing work direction.

Methods, tools and procedures used in the operation, repair, and maintenance of electronic equipment.

Operation of specialized equipment for troubleshooting and repair of electronic equipment.

Building construction codes and industry standards for installation and wiring.

Fire alarms, life safety systems, and all applicable state and local codes.

Methods and procedures for storing equipment, materials, and supplies.
 Safe working methods, practices, and precautions.
 Basic record-keeping techniques.
 Technical aspects of field of specialty.
 Health and safety regulations.

ABILITY TO:

Perform specialized technical skilled electronics work.
 Train and provide work direction to others.
 Accurately estimate labor and material costs.
 Operate specialized equipment for troubleshooting and repair of electronic equipment.
 Prepare and read records, schematics, and blueprints.
 Work effectively with Fire Marshall.
 Maintain current knowledge of technological advances in the field.
 Order parts and supplies, and maintain inventory.
 Maintain records and files.
 Perform work to meet established timelines.
 Work independently with minimal supervision.
 Establish and maintain effective and cooperative working relationships with others.
 Communicate effectively with others.
 Operate a vehicle, and observe legal and defensive driving practices.
 Lift and carry heavy objects according to safety regulations.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor work environment; drive a vehicle to conduct work; regular exposure to fumes, dust, and odors; work at heights and in attics and confined spaces.

SAMPLE PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of electronic testing equipment and measuring devices; hear and speak to exchange information; reach overhead, above the shoulders, and horizontally; bend at the waist; lift, carry, push, or pull heavy equipment; walk for extended periods of time; climb ladders and scaffolding; crawl in attics and confined crawl spaces; see to distinguish colors.

SAMPLE HAZARDS:

Exposure to electrical power supply, high voltage, and hazardous solvents, chemicals, and batteries; work at heights; work in confined or cramped spaces; repetitive hand motion; exposure to fumes; possible exposure to asbestos.

(Former Title: Electronics Technician Assistant Foreperson)

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date