

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Electronics Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Operations)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9912	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	CABINET	
		APPROVAL:	11-19-2024
		HR APPROVAL:	1-8-2025
		BOARD APPROVAL:	2-6-2025

BASIC FUNCTION:

Under general direction and supervision, to repair or replace, and install school district equipment as part of the District's Maintenance Program; such as, printers, monitors, digital dialers, microprocessor based intrusion alarm and fire alarm receivers and transmitters, LCD TVs/Smart Displays, VOIP and analog telephone equipment, PA systems, IP based intercom systems, clock systems, IP card access control, IP CCTV/Security Cameras and video recorders, various IP connected network devices, motorized gate openers, Two-way radios, network wiring, and other electronic equipment, and repair projectors ; to purchase materials and keep records; to prepare reports.

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.)

Isolating malfunctions. **E**

Replacing defective components. **E**

Repair or replace all types of electronic, telephone, and audiovisual equipment, and all types of district owned audio and video distribution and communication systems, and fire and intrusion detection and reporting system. **E**

Uses various test equipment such as multi-meter, oscilloscope, signal generator, logic probe, frequency meter, toner & probe, network analyzer and other electronics equipment test instruments. **E**

Repairs, and replaces motors, coils, capacitors, resistors, transformers, relays, switches, integrated circuits, transistors, speakers, and other components. **E**

Secures parts and materials. **E**

Keeps records of labor and materials used. **E**

Maintains an equipment inventory. **E**

Receives and inspects new and used equipment purchased. **E**

Keeps accurate records of warranty dates. **E**

Performs related duties as required.

TRAINING, EDUCATION, AND EXPERIENCE:

Three years of recent experience in the maintenance and repair of electronic, computer, and communication equipment. High school graduation or equivalent. Associates Degree or Certificate in Electronics Technology preferred. Completion of District provided Asbestos Awareness Training within 12 months of employment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and proof of insurance. Must complete employee entrance evaluation (lift test). Willingness to monitor projects on other than regular working hours.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Principles of electrical and electronics theory.
- Electrical and mechanical operation related to electrical-powered equipment and assemblies.
- Standard practices, materials, tools, and equipment used in repairing and maintaining electrical and electronic equipment.
- Occupational hazards and the proper safety precautions.
- Recordkeeping procedures.

ABILITY TO:

- Isolate malfunctions, locate and correct electrical and mechanical defects in electronic, audiovisual, communication, and IP CCTV and IP Access Control systems.
- Read and interpret electrical and schematic diagrams.
- Repair and install all electronics security, and communication equipment.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Indoor, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment operation; and exposure to adverse weather conditions.

SAMPLE PHYSICAL ABILITIES:

Kneeling, pulling, pushing, carrying, and lifting heavy objects; climbing ladders; standing for extended periods of time; heavy physical labor; bending at the waist; crawling; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate specialized tools and equipment; and hearing and speaking to exchange information.

SAMPLE HAZARDS:

Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; electrical power supply and high voltage, and cuts from tools or materials.