

ELECTRONICS TECHNICIAN, FOREMAN

DEFINITION

Under general direction, to supervise and assist journeyman electronic technicians in repairing school district equipment: such as computers, printers, monitors, disk drives, digital dialers, 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, PA systems, intercom systems, CATV systems, and other electronic equipment; to purchase materials and keep records; to prepare reports; to recommend new equipment purchases; to design, plan, and estimate systems installations.

JOB CHARACTERISTICS

Exercises extensive independent judgement in the responsibility for designing, selecting, planning, and the installation of new systems; evaluating new equipment for purchase; determining distribution and with the director determining priority of work.

EXAMPLES OF DUTIES

Supervises and personally assists journeyman electronic technicians in isolating malfunctions, replacing defective components, performing preventative maintenance service on all types of electronic, computer, telephone, and audio visual equipment, and all types of district owned audio and video distribution and communication systems, and fire and intrusion detection and reporting system; uses various test equipment such as voltmeter, ohmmeter, oscilloscope, signal generator, logic probe, frequency meter, and other test instruments, repairs and replaces motors, coils, capacitors, resistors, transformers, relays, switches, picture tubes, integrated circuits, transistors, speakers, and other components; secures parts and materials, keeps records of labor and materials used; maintains an equipment inventory, assists in receipt and inspection of new and used equipment purchased, keeps accurate records of warranty dates, and performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principals of electrical and electronics theory and electrical and mechanical operation related to electrical powered equipment and assemblies including computers;
Standard practices, materials, tools, and equipment used in repairing and maintaining electrical and electronic equipment;
Occupational hazards and the proper safety precautions;
Record keeping procedures.

and

Ability to:

Isolate malfunctions, locate and correct electrical and mechanical defects in electronic, audio visual, communication, and microprocessor equipment;
Read and interpret electrical and schematic diagrams;
Effectively supervise a group of journeyman electronic technicians involved in repairing and installing electronic, computer, and communication equipment;
Make project and work estimates.

and

ELECTRONICS TECHNICIAN FOREMAN (Continued)

License:

Possession of a valid California driver's license.

and

Experience:

Five years of recent experience in the maintenance and repair of electronic, computer, and communication equipment.

and

Education:

Equivalent to graduation from high school or vocational school, including courses in electrical and electronic theory, and maintenance and repair of electronic equipment.