

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Electronics Technician, Maintenance	Job Code: 81045
Job Classification:	15 Technicians	EEO Line: 50
Job Class Category:	Educational Support Personnel	Job Description Supplement Code: 8
Reports to:	Director, Maintenance Department	Salary Locator: Classified Schedule

SUMMARY:

Assemble, test, troubleshoot and repair electro-mechanical devices. Maintain audio-visual equipment and clock and bell systems throughout the District.

QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Technical Training in Electronics preferred
- (3) Three years' experience in the electronics field
- (4) Valid Florida Driver's License and acceptable driving record
- (5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Considerable knowledge of basic electronic principles.
- (4) Knowledge and skill to install, operate and maintain electronic equipment including computer networks and bell systems.
- (5) Skills to read schematics, diagrams and sketches
- (6) Knowledge of basic electronics and/or electronic power supply
- (7) Ability to operate required equipment in a safe and responsible manner.
- (8) Effective verbal, listening, communication and time management skills.

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Assemble, test, troubleshoot and repair electro-mechanical devices to defined specifications in a timely and cost effective manner.
- (3) Make repairs on wiring connectors, cables and other electronic components
- (4) Requisition required parts and maintain log of work orders
- (5) Install and maintain all audio-visual equipment
- (6) Safe transport and delivery of equipment needing repairs
- (7) Assume responsibility for the installation and maintenance of all clock and bell systems.
- (8) Install and maintain public address systems
- (9) Install components, units and circuit boards. Diagnosis of score boards.
- (10) Respond to emergency maintenance requests as required.
- (11) Follow established safety rules and regulations and maintain a safe and clean working environment
- (12) Perform other incidental tasks consistent with the goals and objectives of this position as directed

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 2005

Amended: May 20, 2014