



REVISED: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	TECHNICIAN ELECTRONIC
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 12
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8374
BARGAINING UNIT:	CLAE

#### SCOPE OF RESPONSIBILITIES

Diagnoses problems, provides corrective repair and executes preventive maintenance on all electronic equipment, master antennas, towers, video tape recorders, audio-visual, closed circuit TV, alarm systems, surveillance systems, intercom and sound equipment as assigned.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Analyzes and provides repair of video recorders, cameras and studio equipment for closed circuit TV broadcasts

Installs all master TV antennas and head-end systems and ensures proper functioning

Reviews and resolves all problems on the ITFS transmit and receive systems

Inspects, repairs, and replaces TV towers

Evaluates and corrects any technical problems associated with TV satellite systems

Provides preventive maintenance and corrective repair on all multi-media projectors and other audio-visual equipment

Executes the proper installation of all camera surveillance systems and verifies the correct operation through on-going maintenance to ensure the integrity of the system

Diagnoses all problems with intercoms and public address systems and provides corrective repair

Completes accurate work orders showing labor and material

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful completion of vocational training in electronics

Four (4) years of experience in area of assignment

Full understanding of electronic schematics and test equipment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of FCC rules and regulations
Advance training in manufacturer school
General radio/telephone license
Experience in a diverse workplace