



ELECTRONICS CRAFTSMAN I

GENERAL RESPONSIBILITIES

Perform work in the installation, maintenance, modification, and repair of various types of electronic equipment/systems in school buildings and facilities.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Respond to the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Operate a work truck.
- Communicates with dispatch, other craftsmen, supervisor, and administrative staff.
- Communicate and coordinate work with other trades as necessary.
- Collaborate with school personnel regarding job requests and outcomes.
- Operate tools and equipment associated with the trade.
- Maintain accurate work order records and parts inventory.
- Maintain a clean, safe, and organized workspace.
- Evaluate equipment and building systems.
- Procure parts and services with vendors.
- Coordinate warranty repairs.
- Perform related work as required.

JOB SPECIFIC TASKS

- Operate computer for diagnostic testing/programming/word processing/internet research and network program access.
- Operate bucket truck and other personnel lifts.
- Coordinate and set-up audio/visual and specialty sound equipment for special events.
- Responsible for surveying electronics equipment.

Responsible for one or more areas of specialized maintenance including:

- **Audio/Visual electronics and CATV** – Performs specialized/intricate repairs to various types of audio/visual equipment such as LCD televisions, DVD players, CD players, cameras, and camcorders, etc. design, install and/or update/repair CATV and media-retrieval systems.
- **Intercom systems** – Design, install and/or update/repair various makes and models of intercom systems including Valcom, Rauland Borg, Simplex, Bogen and Dukane.
- **Specialty Sound** – Design, install and/or update/repair various makes and models of specialty sound systems including Midas, Dynacord, ElectroVoice, Mackie, TOA, Community, QSC, Sabine, Shure, AKG, etc.
- **Central Control Platform** – Maintain division-wide security camera and access control system using Genetec software. Troubleshoot and configure system hardware including but not limited to CCTV cameras, door controllers, card readers, transfer cables, door position switches, power supplies, etc. Provide training to school division staff on proper operation of equipment and software. Maintain a database of all repair and installation requests and invoices.
- **Intrusion Detection System** – Design, install, and maintain division-wide IDS system. Troubleshoot and configure system hardware including but not limited to door contacts, motion detectors, duress buttons, keypads, etc.



KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the common practices, tools, terminology and safety precautions of a trade; knowledge of the use and characteristics of common building materials; ability to use and operate tools and machinery associate with trade; thorough knowledge of hazards and safe precautions associated with the trade; ability to plan, organize and successfully complete multiple, unrelated simultaneous projects; ability to provide and follow oral and written instructions; demonstrate leadership and organizational skills; ability to estimate material and time required for various jobs; ability to interpret technical documents, drawings, blueprints, etc.; ability to establish and maintain effective working relationships with associates. Proficient in the use of computers and job-related software.

EDUCATION AND EXPERIENCE

Required:

High School Diploma, GED, or completion of a vocational program required.

Minimum three (3) years of experience in the trade.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, standing, bending, stooping, crouching, climbing, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, kneeling, and crawling Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Driver's License

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 12/19, 7/20
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