



Job Title: Lead Electronics Technician

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 21

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to supervise lower level technicians, and perform skilled technical electronics work.

ESSENTIAL JOB FUNCTIONS

- Installs, maintains, alters, repairs, and replaces various electronic circuitry, e.g., fire and security alarms and auxiliary wiring; raceways, conduits, communication systems, fax machines, data systems; synchronized clock systems; signal lights; scoreboards; public address and intercom systems; video recording, transmitting, and receiving equipment; metal detectors; laser equipment; computerized fuel systems.
- Inspects, tests, maintains, installs, and makes electronic repairs to specialized equipment and does minor electrical and some mechanical work in repairing and replacing parts; coordinates and instructs the work of skilled trades assistants.
- Performs all work in compliance with all applicable electronics and electrical codes, standards and regulatory requirements.
- Reads, interprets, and/or utilizes various blue prints, drawings, diagrams, technical/electronics manuals.
- Plans, designs, and prepares paperwork for all facets of electronic installation projects.
- Operates manual, electrical, and specialized tools, e.g., electric drills, high voltage probe amp meter, soldering iron, multi meter, volt and ohm meters, microwave leak detector, oscilloscopes, screw drivers, pliers, wire stripper, isolation transformers, frequency counters, audio signal generators.
- Operates heavy equipment and machinery as designated by the assigned work area, e.g., automobile, utility vehicles.
- Maintains various records and reports, e.g., job records, work orders; inventory supply for parts, equipment, machinery, and tools; material requests.
- Assists other trades workers with special projects involving electronics work.
- Conforms to safety standards as prescribed.
- Supervises lower level technicians.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate degree or vocational training.
- Supplemented by six (6) years commercial experience in skilled work in the installation, maintenance, and repair work of electronics equipment and systems.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.
- NICET Level I and 2 preferred, FASA/BASA Certification required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of operation and maintenance of hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to display knowledge of basic mathematics.
- Requires the ability to display knowledge of standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation and care of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of applicable codes and regulations.
- Requires the ability to work with hand and power tools.
- Requires the ability to perform maintenance and repair tasks.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to use or repair small/light equipment, such as power tools and medium equipment and machinery, such as vehicles or commercial mowers.
- Requires the ability to repair, develop, or install telecommunications systems, computer hardware, or network systems and complex software or management information systems.
- Requires the ability to supervise employees developing, installing, or repairing technology systems.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: grasping, hearing, mental acuity, pushing, pulling, repetitive motion, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: