



Job Title: **Shop Leader – Electronics**

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 – 22

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to coordinate and oversee skilled technical electronics work.

ESSENTIAL JOB FUNCTIONS

- Coordinates, inspects, and performs technical and mechanical electronics work; Assigns work and projects to personnel and reviews project status.
- Supervises entry level and skilled trades workers in the absence of the assigned supervisor.
- Instructs and trains personnel and directs the accomplishment of unusual problems and activities.
- Reviews incoming maintenance requests and work orders to determine man-power, tools, equipment, and materials requirements and assigns work orders accordingly.
- Installs, maintains, alters, repairs, and replaces various electronic circuitry, e.g., fire and security alarms and auxiliary wiring; Raceways, conduits, communications 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, and 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/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.

- Performs various administrative duties, e.g., estimates time and materials for repairs, maintains appropriate repair logs and records; Maintains parts and equipment inventory records.
- 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.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent and up to one year of specialized or technical training beyond high school.
- Six (6) years commercial experience in skilled work in the installation, maintenance, and repair work of electronics equipment and systems, to include experience in a senior position.
- 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 II, FASA/BASA Certification required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of supervisory principles and practices.
- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to act as a lead worker.
- 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 maintenance of power and hand tools and specialized equipment.
- Requires the ability to display knowledge of applicable codes and regulations.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to display knowledge of basic arithmetic.
- Requires the ability to work with hand and power tools.
- Requires the ability to perform maintenance and repair tasks.

PHYSICAL DEMANDS

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