



ELECTRONICS CRAFTSMAN II

GENERAL RESPONSIBILITIES

Under the leadership of the Supervisor of Electronics, the position is responsible for performing intermediate skilled work in the installation, maintenance, modification, and repair of various types of electronic equipment/systems in school buildings and facilities.

ESSENTIAL TASKS

(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.)

- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Lay out work, estimate time and materials, design projects, and prepare materials to perform task.
- Operate a work truck with a crew.
- Coordinate work with other crews from the various shops as required.
- Communicate and coordinate with school personnel.
- Order and obtain supplies from vendors.
- Maintain accurate work order records, parts, and tool inventory.
- Evaluate equipment and initiate Inventory Control Form.
- Operate computer for diagnostic testing/programming/word processing/internet research and network program access.
- Operate bucket truck and other personnel lifts.
- Procure parts and services from vendors.
- Maintain workspace in a clean, safe, orderly condition.
- Performs related work as required.

JOB SPECIFIC TASKS

- Perform repairs on various types of audio/visual electronic equipment including LCD projectors, LCD televisions, DVD players, CD players, digital cameras and camcorders, cassette recorders, etc.
- Coordinate and set-up audio/visual and specialty sound equipment for special events.
- Coordinate warranty repairs.
- Design, install and/or updates/repairs CATV systems.
- Perform repairs to Intercom, CCTV, Access Control, Intrusion Detection, and Specialty Sound systems.
- Survey electronics equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a thorough knowledge of hazards and safety precautions associated with trade. Must have general knowledge of the common practices, tools, terminology and safety precautions of the trade, and the use and characteristics of common building materials. Some knowledge of methods, tools, and procedures associated with trade. Must have basic computer skills and be skilled in the use of electronics tools and test equipment. Must have the ability to work from sketches, drawings, plans, or specifications, and read and interpret blueprints to determine job requirements; follow simple verbal and written instructions; estimate needed materials and time required for various jobs. Must have the ability to communicate scope and requirements of project to others, and establish and maintain effective working relationships with associates. Must be able to demonstrate leadership and organizational skills.



EDUCATION AND EXPERIENCE

High school graduate/GED or completion of a vocational course or any combination of experience and training that provides the required knowledge, skills, and abilities necessary to perform the job. Five-years combined education and experience in the trade recommended. Demonstrated leadership and organizational skills.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 70 lbs.

SPECIAL REQUIREMENTS

Possession of a valid Virginia Driver's license
Regular and reliable attendance is an essential function of this position.