



### **ELECTRONICS CRAFTSMAN III**

#### **GENERAL RESPONSIBILITIES**

Under the leadership of the Supervisor of Electronics and Direction of the Coordinator of Maintenance, the position is responsible for performing difficult, skilled work in the installation, maintenance, modification, and repair of various types of electronic equipment/systems.

#### **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.)

- Assist the supervisor with leadership and management functions in the shop.
- Evaluate projects, determine the feasibility and scope of work, and estimate material and manpower requirements.
- Read and interpret blueprints, plans, specifications and drawings to determine job requirements.
- Inspect work performed by contractors and in-house staff: update the supervisor on the status of the work.
- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Supervise and operate work trucks with crews.
- Communicate and coordinate work with school personnel, multiple in-house crews and other shops as required.
- Assist with training new personnel on standard policies and procedures.
- Order and obtain supplies from vendors for jobs, trucks, and shop.
- Maintain the workspace in a clean, safe, and orderly condition.
- Assist in the preparation of the yearly budget, and the writing and reviewing of plans and specifications.
- Responsible for the maintenance and inventory of shop and truck equipment.
- 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.
- Coordinate warranty repairs.
- Performs related work as required.

#### ***JOB SPECIFIC TASKS - 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 projectors, 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**

Must have a thorough knowledge of the associated trade methods, common practices, procedures, tools, terminology, and knowledge of the hazards and safety precautions associated with the change. Must have some knowledge of the use and characteristics of common building materials. Must have the ability to work from sketches, drawings, plans, or specifications; estimate needed materials and time required for various jobs; operate tools and equipment associated with the trade; communicate scope and requirement of projects to others; and plan, organize and successfully complete multiple, unrelated simultaneous projects. Must be able to establish and maintain effective working relationships with vendors, staff and associates, and communicate effectively in both oral and written format. Must have leadership, organizational, and computer skills. Must be able to demonstrate sustained superior performance in the trade with emphasis on thoroughness, dependability, and professionalism.

**EDUCATION AND EXPERIENCE**

High school diploma/GED and/or completion of a vocational course or any combination of experience and training that provide the knowledge, skills, and abilities necessary to perform the job, required. Seven years of combined education and experience in the trade preferred.

A comparable amount of training and experience may be 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 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.

FLSA Status: Non-exempt	Description: 2/19
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