

Electronic Technician

Skill Level: 8

FLSA Status: Non-exempt

IPEDS: 510

Job Purpose: Work performed in repair and maintenance of electronics equipment.

Characteristic Duties and Responsibilities (Essential functions for this position are on file in the Office of Human Resources for your information):

Services electronic systems.

Completes repairs, maintenance, and/or calibrations.

Reads diagrams, schematics, blueprints, and technical manuals for repair and diagnostic information.

Performs tests and checks with electronic instruments such as waveform scope and vectorscope.

Inspects and/or installs electronic systems.

Evaluates performance of equipment and compliance with regulations.

Evaluates performance of equipment versus recommended purchase specifications.

Designs and constructs electronic devices and other items for scientific research.

Reviews requests for new equipment or equipment use and determines feasibility and necessity.

Sets up equipment and provides assistance to users of equipment.

Completes forms and maintains files of requisitions, time sheets, work orders, maintains inventory of equipment, etc.

Operates satellite and television downlink equipment, video/audio equipment, and other equipment in video and television production facilities.

Assists in television studio and engineering production.

Supplemental Functions:

All incumbents are expected to perform these functions except for those qualifying under the Americans with Disabilities Act for a reasonable accommodation.

These functions may vary by institution.

Incumbents may provide backup to various functions within the unit.

May be required to perform related clerical tasks as assigned

Performs other work as assigned

Direction Received:

Employees work under general supervision. Advice and guidance are available from the supervisor as needed for complex issues or exceptions to policy.

Direction Given:

N/A

Job Specifications:

High school graduate or equivalent; plus two years post high school training in basic electronics or electrical engineering; with a minimum of three years experience as an electronic technician or equivalent training and/or experience will be considered. First class FCC radio communication equipment operator's license required.

.Knowledge, Skills, Abilities, and Worker Characteristics:

Ability to troubleshoot, repair, maintain, and install electronic equipment.
Knowledge of electronic principles and procedures.
Ability to maintain files of equipment and equipment maintenance records.
Ability to communicate with contractors.

Working Conditions/Physical Demands/Special Conditions:

Specific working conditions, physical demands and special conditions relative to this position are on file in the Office of Human Resources for your information.

<u>Date</u>	<u>Skill</u>	<u>Evaluation</u>
5/2004	8	723033322

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position.