

Job Description

Job Title: **Electronic Technician, Lead**
 Job Family: **Technicians/Trades/Maintenance**
 Pay Program: **Classified**
 Prepared/Revised Date: **January 28, 2005**

Job Code: **5044**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 31**
 Typical Work Year: **12 months**

SUMMARY: Responsible for overseeing and performing the repair, testing, programming and maintenance of electronic systems that are part of the facility infrastructure, including fire alarm, security, card access, intercom, clock, sound and scoreboard systems. Duties also include providing leadership, coaching, teaching, mentoring and craft-specific technical guidance; prioritizing, scheduling and assigning work to Electronic Technicians; overseeing the conduct of preventative maintenance inspections; reviewing pre-construction documents and blueprints; performing acceptance inspections of new construction and renovation projects; updating District technical guidelines; monitoring and maintaining department inventory; estimating trade-related improvements of District properties; reviewing and authorizing department purchases; and researching new technologies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Oversee and perform repair, testing, programming and maintenance of fire, security, card access, intercom, clock, sound and scoreboard systems.	D	50%
2. Provide technical support to Electronic Technicians. Monitor Technicians' work practices to ensure safety guidelines are met. Prioritize, schedule and assign work.	D	15%
3. Oversee the conduct of preventative maintenance inspections and completion of deficiencies.	D	10%
4. Review pre-construction documents and blueprints. Perform acceptance inspections of new construction and renovation projects in support of Construction & Facilities Development. Update District technical guidelines.	W	10%
5. Monitor and maintain department inventory.	W	4%
6. Estimate trade-related improvements of District properties.	W	3%
7. Review and authorize department purchases ensuring transactions meet District guidelines.	W	2%
8. Research new technologies and make recommendation for electronic system improvements.	M	4%
9. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certificate in electronics.
- More than five years of experience in electronics including fire alarm, security, card access, intercom and clocks.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- Valid Colorado driver's license.
- Factory fire alarm and intercom training required within 18 months after hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Proficient in technical writing.
- Knowledge of AC and DC circuits preferred at hire.
- Ability to read and understand blue prints.
- Ability to read and interpret program software for electronic systems.
- Ability to troubleshoot and repair complex electronic systems.
- Ability to read and interpret applicable codes (NFPA, Life Safety).
- Ability to maintain confidentiality in all aspects of the job.

- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Intermediate to advance operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with hand and power tools and electronic test equipment.
- Operating knowledge of diagnostic equipment preferred at hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Mechanical and Energy Manager	050301

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Electronic Technician.	2	1451

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Maintain inventory.
- Make purchases on District credit card, document purchases, approve purchases and process invoices.
- Work within prescribed budget.
- Responsible for appropriate and efficient use of repair parts and tools provided by the District.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock			X	
Work with explosives		X		
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	