

Job Title: **Electronic Technician, Lead**
 Job Family: **Technicians/Trades/Maintenance**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **5044**
 FLSA Status: **Non-Exempt**
 Shift Differential: **Yes**
 Pay Range: **G 31**

SUMMARY: Responsible for overseeing and performing the repair, testing, troubleshooting and maintenance of electronic systems that are part of the facility infrastructure. Provide leadership, coaching, teaching, and technical support to Electronic Technicians. Oversee the conduct preventative maintenance inspections and repair of deficiencies. Manage and update drawings and documents for electronic systems. Research new technologies and make recommendations for electronic system improvements.

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, troubleshooting and maintenance of electronics systems that are part of the facility infrastructure, including fire alarm, network video surveillance, access control, lockdown integration, intercom, intrusion detection, secured video entry, clock, scoreboard and rescue assistance.	D	35%
2. Provide leadership, coaching, teaching and technical support to Electronic Technicians. Monitor Technicians' work practices to ensure safety guidelines are met. Prioritize, schedule and assign work.	D	17%
3. Oversee and conduct of preventative maintenance inspections and repair of deficiencies.	D	10%
4. Design electronic systems and provide technical support for new construction and renovation projects. Perform inspections of new construction and renovation projects to ensure contractors adhere to technical guidelines. Create and update District technical guidelines.	W	10%
5. Configure and troubleshoot network parameters for electronic systems. Perform programming, data backup and restoration functions.	W	5%
6. Maintain and update drawings and documents for electronic systems.	W	5%
7. Estimate, manage and commission trade-related small facility improvement projects.	W	5%
8. Manage trade specific service contracts. Review and authorize department purchases ensuring transactions meet District guidelines. Monitor and maintain department inventory.	M	5%
9. Develop department improvement processes and measure successes. Research new technologies and make recommendation for electronic system improvements.	M	6%
10. 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, network video surveillance, access control, intercom and intrusion detection.
- 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.
- Manufacturer training in fire alarm, network video surveillance, access control, intercom and intrusion detection 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 schematics and construction drawings.
- Ability to plan and program software for electronic systems.
- Ability to troubleshoot and repair complex electronic systems.
- Ability to understand troubleshoot networked systems and configure IP devices.
- 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, District policies and building and department procedures.
- Ability to respond to departmental emergencies.
- 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, Excel and Google platform.
- 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 and aerial lifts.
- Operating knowledge of diagnostic equipment preferred at hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Assistant Director, Facilities Maintenance	040701

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Electronic Technician.	4	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	