

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ELECTRONICS TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of skilled duties related to design, installation, maintenance and repair of electronic systems and audio-visual equipment for the District.

REPRESENTATIVE DUTIES:

Design, construct, install, maintain and repair audio-visual equipment, electronic equipment and various audio, video, visual and electronic systems, public address audio systems, video systems, cable antenna television (CATV) system, satellite downlink receiver, visual projection systems, electronic lighting systems, master clock systems and electronic scoreboards. *E*

Install and maintain a wide variety of electronic equipment and electronic systems including public address systems, color and monochrome video systems, noise masking systems, visual projection, electronic light dimming systems, clock and fire alarm systems. *E*

Design, install and maintain Campus Wide Telecommunications Network. *E*

Maintain elevators, ADA chair lifts, incline or stair lifts, Energy Management System. *E*

Maintain files of operating instructions, parts lists, schematic drawings and service records for electronic equipment; maintain a complete master inventory of electronic equipment. *E*

Order and maintain an inventory of spare parts and supplies. *E*

Draw, maintain and update building blueprints, schematic drawings and other information to reflect additions or deletions to electronic or audio-visual systems. *E*

Receive, inventory and process new and updated blueprints, instruction manuals, operations manuals and other documents. *E*

Communicate with administrators, faculty, department managers, contractors, engineers, architects and vendors to receive or provide information, coordinate projects and activities. *E*

Operate a vehicle to drive from site to site to conduct work. *E*

Maintain Business Radio System and Police Radio Systems and peripheral equipment. *E*

Assist in the preparation of audio systems or audio-visual equipment for special campus programs or events.

Assist other skilled trades personnel as required.

Assist vendors in the installation of electronics equipment or systems.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Electrical and electronic theory.

Tools and equipment used in the installation, maintenance and repair of electronic systems and audio-visual equipment.

Basic construction and installation techniques as related to electrical/electronic work.

Safety factors concerning safe operation of electrical and electronic equipment.

Various City, County, State and federal regulations relating to installations and operation of equipment.

Computer systems and related peripheral equipment.

Industry standards and practices.

ABILITY TO:

Operate electronic test equipment.

Use hand tools and portable electric tools in a safe manner.

Analyze and interpret what has been measured or observed and diagnose repair problems.

Install and effectively use computer software programs including spreadsheets, database and word processing programs.

Maintain files and prepare records and reports.

Read blueprints, schematics and other types of drawings.

Interpret and apply manufacturers specifications related to utilizing a part, product or system in your system design.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree in electronics, audio-visual and sound systems and equipment or a related field and two years of experience in the design, installation, repair, replacement and maintenance of electrical, electronic, audio-visual equipment, systems and components.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a Federal Communications Commission (FCC) General Class Radio License, NABER Technician Certification or APCO Technician Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.
Adverse weather conditions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>3</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to see for purposes of reading printed matter and operating a vehicle. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>3</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, sit, stoop, kneel, push, pull and crawl. |
| <u>3</u> | g. | Ability to lift <u>75</u> lbs. |
| <u>1</u> | h. | Ability to carry <u>75</u> lbs. |
| <u>4</u> | i. | Ability to reach in all directions. |
| <u>2</u> | j. | Ability to work at heights. |
| <u>2</u> | k. | Ability to ascend and descend a ladder. |
| <u>1</u> | 1. | Ability to work in the elements (extreme temperatures). |

HAZARDS:

Electrical power supply and high voltage.
Working around and with machinery having moving parts.
Working on ladders at heights.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.