

MOORE PUBLIC SCHOOLS

Job Title: Electronics Technician A, B, C

Qualifications: Valid Oklahoma Drivers License and acceptable driving record.

Education: High school diploma, GED, and specialized training in any of the following areas: Electronics, telephone systems, security systems, fire alarm systems, security camera systems and copiers/risographs.

Training or Experience Required: Minimum of one year experience in the electronics field installing and repairing telephone systems, intercom systems, alarm systems, security camera systems or copiers/risographs. Vocational training in electronics may substitute for some work experience. Level A duties may include but not be limited to handling basic copier/risograph troubleshooting and repair, installation of camera, intercom, telephone, and or security equipment; Level B duties may include but not be limited to more advanced copier/risograph troubleshooting and repair, configuration of security systems. Specific information will be required; Level C duties may include but not be limited to working as a liaison for copiers and risographs to outside vendors as well as lead technician on such devices, liaison for security monitoring systems to outside vendors as well as lead technician on such devices with ability to install and configure hardware and software. Specific information will be required.

Desired: Minimum of one year experience in at least two of the following areas: telephone systems, intercom systems, alarm systems, security camera systems and copiers/risographs.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Basic Communication skills to exchange information, give/receive instructions and respond to inquiries.

Data Recording/Record Keeping: Performs data record/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations, and computer documentation.

Computer Skills: Must have basic understanding of personal computers, servers, and networking.

Tools and Equipment Usage: Uses tools or equipment with expertise acquired through experience and/or training.

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Site: Technology Center

Reports to: Director of Technology or Designee

Job Goal (Purpose of Position): To perform in one or more of the following areas as assigned by his supervisor: telephone systems installation and repair, copier/risograph installation and repair, fire alarm systems installation and repair, security alarm systems installation and repair, security camera system installation and repair, and fax machines installation and repair. Occasionally will assist with computer installation and repair based on workload.

Contact with Others: Will have regular contact with vendors, district personnel, and the public. Good interpersonal interaction and communication is required.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to obtain information, resolve problems, and provide information as requested. It requires following school dress standards, proper attendance and leave policies, and other Board policies. Creativity, initiative, effective problem solving, and communication skills are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members and the public within the educational system.

Essential Job Functions (Performance Responsibilities):

1. Install, adjust, and repair the following systems as assigned by the supervisor:
 - a. Telephone systems
 - b. Copy machines/risographs
 - c. Fax machines
 - d. Intercom Systems
 - e. Fire alarm systems
 - f. Security alarm systems
 - g. Security camera systems
2. After diagnosing problems and computing cost of repair, review with supervisor the option of replacement versus repair. For work beyond expertise, make recommendations for outside repair work.
3. Inform supervisor of parts, equipments, and other supplies that are necessary to do the job. Keep adequate parts and supplies on hand for common projects when necessary.
4. Initiate a program of preventative maintenance where appropriate.
5. Clean work area and maintain shop and tools, including assigned vehicle.

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6. Work with vendors and district personnel in the correction of problems covered by warranties.
7. Work with architect and/or engineer to implement wiring and layout for new construction projects.
8. Coordinate training for new equipment when necessary.
9. Stay current on knowledge of equipment in designated area. Attend necessary factory training programs as needed to maintain equipment.
10. Coordinate with Telecommunications Technician, Network Technician, and/or other positions as needed to properly implement projects.
11. Maintain adequate records of service on units.
12. Perform other duties and tasks as assigned or deemed necessary.

Supervision Exercised: The technician may supervise others depending upon level.

Physical Requirements: In a workday, the employee must stand/walk 4-7 hours per day. Some occasional bench work of 1-4 hours per day. Employee's job requires frequent bending/stooping/crouching/crawling/kneeling, pushing/pulling, and climbing and reaching above the shoulders.

Employee's job requires occasional carrying/lifting of up to 75 pounds including telephone equipment, intercom equipment, copiers, and computer equipment. Job requires employee to use both feet for repetitive movements; both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity to operate hand and power tools and ladders. Must be able to read data plates, blueprints, labels, and schematics; should be color sighted. Employee must possess hearing to distinguish normal/abnormal sounds, hear bells, phone rings, beeps, and buzzers. Must be able to communicate with fellow workers and the public.

Employee's job requires working on unprotected heights (ladders); use of/close to machines (electrical panels and boilers); working in the out-of-doors with temperature changes; driving motorized equipment (van, pickup, or automobile); exposure to solvents, electricity/high voltages, and heat (boiler room).

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Terms of Employment: 260 Days

Salary: Level A, Level B, or Level C*

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

*Applications for movement to another category must be made to the Director of Technology. Specific criteria must be included. If approved by the Director of Technology, the application will be submitted to the Review Committee for final recommendation. The Review Committee will consist of the Director of Technology, Assistant Superintendent/Personnel, Superintendent and a representative of ESPM.

Approved 08-09-93

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