



Title:	Electronics/Communication Equipment Technician
Reports to:	Maintenance Director
Terms of Employment:	12 Months
Salary:	NC State Salary Schedule

The employee's primary function is to independently follow established procedures and schedules for operating, maintaining and repairing all electronic systems, including intercoms, telephones, fax machines, 2-way radios, electronic door card readers, video cameras, DDC Controls, GPS, fire alarm, security, and other similar equipment at the schools and school buses and other departmental sites.

Knowledge, Skills, Abilities, etc.: The employee must be skilled in all facets of communication equipment with an at least three years prior successful experience as a commercial or institutional electronics technician. He/she must demonstrate an appreciation for good workmanship, craftsmanship and safety in order to properly use and care for materials, tools, and equipment. A basic education and high school diploma (or the equivalent) is necessary. He/she will be required to:

Read and comprehend work orders, instruction manuals, schematic drawings, building codes, etc.

Document all information relating to work orders and required reports.

Use basic mathematical calculations to estimate and purchase materials, and to measure and layout work.

He/she will independently analyze situations arising during the work day and will be expected to use good judgment to prioritize and complete work assignments safely and expeditiously. He/she will be expected to use good oral communication skills and interact professionally with administrators, other school employees, students, and the general public. He/she must also be punctual and adhere to established working hours, attend work regularly without undue absenteeism, be productive and effectively manage time, and demonstrate a cheerful and cooperative attitude.

Physical Requirements: The employee must lift, maneuver and carry medium to heavy objects (i.e., 50 - 75 lbs); climb ladders and scaffolds (2 story structures); operate hand tools, power tools, mechanical equipment, vehicles, etc. Good manual dexterity, good hand/eye coordination and good visual acuity are required.

Driving Requirements: The employee will be assigned a vehicle (when needed) for all necessary work related travel. A good/safe driving record and valid driver's license are required.

WORKING CONDITIONS

The employee will be subject to both inside and outside environmental conditions typical to Scotland County along with occasional exposure to fumes, odors, dusts, mists, oils, chemicals, equipment noise, etc. He/she will be required to function occasionally in close quarters (i.e., small enclosed rooms, narrow aisles, mechanical lofts, crawl spaces, man holes, etc.) and in proximity to hazardous moving mechanical parts, electrical currents, ladders, scaffolds, power tools, mechanical equipment, tractors, forklifts, etc.

SPECIFIC DUTIES: The employee will.....

Trouble-shoot and repair failures in the intercom, telephone, fax, 2-way radio, electronic door card reader, video cameras, DDC Controls, GPS, fire alarm, security, and other similar communication and electronics equipment.

Assist in the installation, maintenance and repair of all components of the intercom, telephone, fax, 2-way radio and other similar communication systems and equipment in the schools and departmental sites.

Solicit assistance from the appropriate maintenance crews when major repairs are needed.

Maintain an adequate stock of routine repair and preventive maintenance parts and equipment.

Maintain (in good working condition) an adequate supply of hand tools, wrenches, safety equipment, power tools, testing equipment, etc.

Assist other mechanics and perform other routine duties as assigned by the maintenance director or superintendent.

I have reviewed and agree that I am capable and willing to complete all duties and responsibilities listed above. If I refuse to complete the duties, my evaluation will reflect as such and could result in the recommendation of termination of my employment.

Signature_____

Date_____