

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

TECHNICIAN -- ELECTRONICS, MAINTENANCE

JOB DESCRIPTION

JOB CODE: 810450 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 27
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED;
- (2) Minimum of five (5) years successful experience at the skilled journeyman level; or
- (3) An equivalent combination of training and experience.
- (4) Valid Florida Driver's License.
- (5) Possess a personal set of hand tools necessary to complete performance responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use the tools of the trade effectively. Knowledge of preventive maintenance programs and local, state and federal requirements. Ability to communicate effectively both orally and in writing. Ability to work from blueprints, schematics, and service manuals. Knowledge of the requirements of the National Electrical Code. Ability to perform cross-over work in several trade areas. Ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. Ability to operate a motor vehicle.

REPORTS TO:

Foreman -- Maintenance

JOB GOAL

To provide a comprehensive maintenance program for electronic equipment and systems in a safe and efficient manner at the skilled journeyman level.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Perform work involving the installation, maintenance and repair of electrical service components.
- *(2) Maintain electrical panels and components.
- *(3) Maintain electrical control panels for intercom, clock alarm, and bell systems.
- *(4) Perform work involving maintenance and repair of audio-visual, video, satellite, CCTV, and production equipment.
- *(5) Maintain, set up, and operate public address systems.
- *(6) Read construction blueprints, factory details and circuitry schematics related to the accomplishment of daily assignments.
- *(7) Develop labor and material costs in planning as required.
- *(8) Assist in placing orders and bids, if needed, for parts and materials.
- *(9) Assist in maintaining an inventory of parts and materials as needed.
- *(10) Provide emergency repair service as directed.

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- *(11) Assist other maintenance personnel with tasks as needed or directed.
- *(12) Assist in developing and maintaining a preventive maintenance program.
- *(13) Participate in casualty prevention tests and inspections as required.
- *(14) Maintain daily vehicle logs.
- *(15) Serve on school/district committees as required or appropriate.
- *(16) Adhere to applicable safety standards.
- *(17) Attend all staff meetings and workshops.
- *(18) Assist with maintaining a clean and orderly environment.
- *(19) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(20) Communicate effectively with the staff members, supervisors, administrators and other contact persons using tact and good judgment.
- *(21) Demonstrate initiative in the performance of assigned responsibilities.
- *(22) Demonstrate support for the school district and its goals and priorities.
- *(23) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(24) Exhibit interpersonal skills to work as an effective team member.
- *(25) Follow attendance, punctuality and proper dress rules.
- *(26) Maintain confidentiality regarding school/workplace matters.
- *(27) Maintain expertise in assigned area.
- *(28) Manage time efficiently.
- *(29) Model and maintain high ethical standards.
- *(30) Participate in cross-training activities as required.
- *(31) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(32) Prepare all required reports and maintain updated and accurate records.
- *(33) Represent the District in a positive and professional manner.
- *(34) Respond to inquiries and concerns in a timely manner.
- (35) Perform other duties as assigned.
- *(36) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 12

Adopted: 8/2/11

Revised: 10/17/17