

Electronic Controls Specialist

Purpose Statement

The job of Electronic Controls Specialist is done for the purpose/s of telecommunications services and electronic systems; providing information on the proper operation of systems and services; ensuring the completion of projects in a timely manner.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Foreman - Electrical

Essential Functions

- Confers with District personnel for the purpose of determining equipment needs and resolving problems.
- Coordinates installation and repair of electronic equipment (e.g. telecommunications equipment, public address systems, television distribution systems, computer networks, auditorium lights and controls, alarms, etc.) for the purpose of ensuring the completion of projects in a timely manner and according to specifications.
- Designs bids for the purpose of ensuring the correct equipment is purchased for the school district.
- Inspects facilities and equipment (e.g. security systems, computer networks, television networks, P.A. systems, etc.) for the purpose of identifying District needs and ensuring equipment and systems are in proper working order.
- Installs telecommunications equipment and electronic systems (e.g. cabling, public address, systems, television distribution systems, intrusion alarm systems, security cameras, computer networks, etc.) for the purpose of ensuring the availability and proper operations of services and systems.
- Instructs District personnel on the available services and systems' operation for the purpose of ensuring proper and efficient system usage and reducing service calls.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Maintains manual and electronic documents, files and records (e.g. preventive maintenance, purchases, inspections, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Orders materials and services for the purpose of supporting district changes/expansion and/or ensuring that supplies are available as required.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Repairs telecommunication systems and equipment, and a variety of other electronic equipment and systems (e.g. telecommunications systems, television distribution systems, intrusion alarm systems, computer networks, auditorium lights and controls, public address systems, etc.) for the purpose of ensuring the availability and proper operation of services and systems.
- Researches telecommunication systems and electronic equipment for the purpose of providing information for recommendations and decision making.
- Responds to emergency situations during and after standard work hours for the purpose of resolving immediate safety concerns.

- Supervises personnel as assigned for the purpose of maximizing the efficiency of the work force and evaluating their performance.
- Transports various items for the purpose of ensuring the availability of materials required at the job site.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; operating equipment used in the maintenance and repair of telecommunications and electronics equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic electronics; operation, care, maintenance, diagnosis and repair of telecommunication, electronic and audio visual equipment; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Pre-employment Proficiency Test
Pre-placement Physical Exam

Certificates

Valid Driver's License and Evidence of
Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range