



Classification Summary

Coordinates repairs and maintenance of the Electronic Technician work unit; Installs computer networks; Purchase electronic parts and equipment and maintain an adequate inventory; and Perform electronic repairs and maintenance. Perform related duties as required.

Distinguishing Characteristics

This classification is distinguished from the Electronics Technician classification by the responsibility for providing technical supervision and coordination of staff technician in the work unit. It is further distinguished by accountability for electronic equipment procurement, inventory control, and data communications network responsibilities.

Supervisory Relationships

Reports to the Technology Services Coordinator. Provides technical guidance and coordination of District Electronic Technicians and requesting staff. With direction from the Network Systems Specialist, coordinates and supervises contractors engaged in network wiring. Organizes, trains and provide technical supervision of temporary summer help and new Electronic Technicians.

Example Of Work Performed

(Examples are not all inclusive or exclusive and may include other not mentioned. Examples include work performed by Electronics Technicians and if not mentioned are implied.)

1. Receive and log equipment sent to shop for repair. Coordinate workload among Electronic Technicians. Operate test equipment to diagnose malfunctions; consider repair and replacement costs and decide whether item should be repaired or discarded. Responsible for maintaining inventory of tools and parts including meeting with vendors.
2. Prioritizes on-going and preventative services and problem resolution for computers and electronic equipment. Perform preventive maintenance, cleaning, and lubrication of electronic equipment.
3. Perform installation of computer network. Coordinate with the Network Systems Specialist to determine layout; diagram branches, connectors. Run cables through attic, walls or under floors as appropriate. Assemble conduit and fit to building contours. Route wire and install fixtures. Expand or adjust circuitry or wiring as necessary.
4. Recommend equipment purchases; test newly acquired equipment for functionality.

Minimum Qualifications for Class Entry

1. At least five years of journey-level experience in the repair of electronic equipment including two years experience in layout, installation, and monitoring computer networks.
2. Must possess a Certified Electronics Technician License or a State of Oregon Electronics technician License with video endorsement.
3. Experience in public purchasing requirements desirable.

Work Environment

Work is performed in a workshop facility or in District buildings. Assignments may require lifting of heavy objects or working at heights, outdoors, or awkward or tiring positions. Incumbents may be exposed to risk of electrical shock, asbestos, hazards from radiation, or toxic chemicals.