Purpose of Classification:

Under supervision, assists in performing skilled technical work including, but not limited to, the installation, calibration, maintenance, testing, trouble-shooting, repair, and modification of electronic equipment, and related control system components; and performs related duties as required.

Assists in the fabrication, installation, maintenance and repair of basic electronic equipment and systems.

Distinguishing Characteristics:

This is first in a series of three classifications. Incumbents work under close supervision or from detailed procedures and work is checked in progress or on completion.

Essential Functions:

1. Assists in the planning and layout of experimental and scientific electronic equipment.
2. Assists in the fabrication and installation of electronic assemblies and equipment from blueprints, diagrams and specifications provided.
3. Maintains electronic equipment which includes testing, lubricating, adjusting and aligning.
4. Assists in locating and correcting defects in electronic assemblies and systems, which includes making appropriate repairs.
5. Assists in the preparation of project documentation such as schematics and wiring diagrams, to describe and illustrate systems operating characteristics.
6. Requisitions electronic parts and materials, ensuring adequate supply is available.

Knowledge, Skills and Abilities:

1. Knowledge of electronic principles and theory.
2. Knowledge of the tools, equipment and materials used in electronic testing, fabrication, repair and maintenance.
3. Skill in reading electronic schematics and wiring diagrams to perform standardized testing and troubleshooting of circuits.
4. Skill in the use and care of tools and equipment used in the work.
5. Skill in record keeping for documentation purposes.
6. Ability to effectively communicate.

Minimum Qualifications:

- Completion of a two year electronic technician vocational or college program; OR,
- Two (2) years of experience in assisting with the fabrication, installation, maintenance and repair of electronic equipment; OR.
Any equivalent combination of experience, training and/or education approved by Human Resources.

**Work Environment**
Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required; may experiences frequent interruptions; may be required to meet inflexible deadlines; requires concentration and attention to detail. Must be able to maintain a “customer first” attitude when under are stress. Must exhibit a high degree of patience.

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