

**School District of Santa Rosa County
Job Description**

Electronic Technician I

Reports to: Supervisor of Building Maintenance	FLSA Status: Non-Exempt
Department: Maintenance	Prepared by: Human Resources
Date: May 22, 2014	Job Code: 11010
Position #: 85300	Range: 11

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Assists in repairing electronic problems with fire alarm panels, smoke detectors, intercoms, score boards and score board control boxes;
- Installs, replaces and/or repairs fire alarm horns and/or bells, mikes, speakers, PA systems and TV antenna systems;
- Assists in correcting wire problems and running wire for additional speakers;
- Changes out bad speakers; Installs and repairs tone control systems for class changes;
- Assists in checking and repairing emergency and exit lights;
- Sets, repairs and installs timers for school crossing caution lights, greenhouses and sprinkler systems;
- Changes vent fan motors;
- Assists in changing light switches, lights and ballast for lights;
- Installs, changes and trouble shoots circuit breakers, electric wiring outlets, computer networks and ITV systems;
- Runs conduit;
- May be required to work after hours and weekends;
- Performs related duties as required or assigned.

Supervision Received:

Supervisor of Building Maintenance and Maintenance Foremen

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school, trade school or GED. One year experience in repair and maintenance of electronic equipment; or an equivalent combination of training and experience.

Preferred:

Operation of a variety of tools and equipment of the trade.

Physical Demands:

Must be able to walk, stoop, bend, crawl, climb and reach; requires moderate to heavy lifting of over 75 pounds; Works outside and inside: involves working under hazardous conditions with electrical current. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.