



Electronics Technician I

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OVERVIEW

Reporting to the Electronics Technician Foreman, the Electronics Technician I repairs and maintains electronic, communication, audio-visual, and computer hardware systems and equipment in schools. This is an entry-level position so incumbents are not expected to be familiar with all equipment.

Working conditions require that the incumbent must possess a valid driver's license, must not be colour blind, will work in crawl spaces and on scaffolding, must lift equipment weighing up to 27 kg (60 lbs) and is exposed to various live line voltage circuitry. Additionally, due to the nature of the job, incumbents must follow safety guidelines to protect themselves from harm and be cognizant of potential hazards to others. The position supports a variety of current and legacy technology.

POSITION DESCRIPTION ELECTRONICS TECHNICIAN I

ET1 - 1

Reads and interprets schematics, blueprints, service manuals and other reference material to facilitate the repair, maintenance, and diagnosis of electrical wiring, circuitry, hardware, and ancillary devices related to electronic, communication, audio-visual, theater sound and lighting and computer hardware systems and equipment

ET1 - 2

Designs, installs, troubleshoots, tests and maintains network wiring for new construction and renovations

ET1 - 3

Assists school based users in problem-solving to determine the source of a problem and initiate corrective action or perform repairs as necessary

ET1 - 4

Checks electronic systems work done under contract in new or renovated schools and reports any issues to the Electronics Foreman for remedy

ET1 - 5

Researches and recommends repair shops, sends equipment out for specialized repairs and trial tests equipment after repair

ET1 - 6

Orders parts for repairs, receives and ensures the accuracy and condition of orders; reports any discrepancies to the Foreman

ET1 - 7

Sets up and takes down sound equipment for school functions such as plays, concerts, fairs and sports events

ET1 - 8

Evaluates the cost-effectiveness of repairing equipment verses purchasing new equipment and makes recommendations to the Foreman

ET1 - 9

Provides information and assistance to District staff, members of the Parent Advisory Committee, vendors, repair technicians and contractors as required

ET1 - 10

Maintains the currency of service records and service manuals

ET1 - 11

Conducts orientations, informal training sessions and provides technical guidance and assistance to District staff on the use of various electronic, communication, audio-visual and computer hardware systems and equipment, as time permits

ET1 - 12

Draws and files "as-built" plans in consultation with the appropriate department(s)

ET1 - 13

Loads, transports and delivers equipment and materials to and from sites as required; equipment may weight up to 27 kgs (60 lbs)

ET1 - 14

Performs other assigned comparable or transient duties, which are within the area of knowledge and skills in this job description

QUALIFICATIONS ELECTRONICS TECHNICIAN I

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent; and,</p> <p>Two (2) year post secondary Technician Certification in Electronic Engineering or equivalent</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>One (1) year related experience. As this is an entry position, specific experience in a position of a similar nature is not a requirement.</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Knowledge of the standards, practices, methods, materials, tools and equipment using for the repair and maintenance of District utilized electronics</p>
SKILLS AND ABILITIES	<p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Strong mechanical, diagnostic and analytical skills in order to diagnose problems and repair equipment</p> <p>Ability to prioritize work in order to meet department objectives and service levels</p> <p>Ability to perform job related repair techniques using tools and equipment including the ability to solder</p> <p>Ability to read and interpret schematics, wiring diagrams, drawings and specifications</p> <p>Ability to deal with requests, complaints, clarification of information or provide advice and instruction in a calm, courteous and professional manner</p> <p>Ability to pay close attention to detail</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to maintain confidentiality of information heard or seen</p> <p>Ability to relate and work with others</p> <p>Effective written and oral communications skills and the ability to request and convey information in a diplomatic manner</p>

	Ability to work with minimal supervision
WORKING CONDITIONS	<i>OCCUPATIONAL REQUIREMENTS</i> Sufficient vision (must not be colour blind) and hearing to perform related job duties Able to perform related physical and mental activities Physically able to lift up to 27 kg (60 lbs) and operate related equipment, work in crawl spaces, work on scaffolding, in heat and with exposure to various live line voltage circuitry Working on active construction sites Possess a valid driver's license

February 20, 2006

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