



Electronics Technician II

[Position Description](#) | [Qualifications](#)

OVERVIEW

Reporting to the Electronics Technician Foreman, the Electronics Technician II, designs, installs, repairs and maintains network systems, , communication systems, audio-visual and computer hardware systems and equipment in schools.

Working conditions require that the incumbent must possess a valid driver's license, must not be colour blind, will work in confined spaces and on ladders and 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 II**

ET2 – 1

Designs, installs, troubleshoots, tests and maintains LAN (local area network), telephone systems and public address system wiring.

ET2 - 2

Reads and interprets schematics, blueprints, service manuals and other reference material to facilitate the installation, repair, maintenance, and diagnosis of electrical wiring, circuitry, hardware and ancillary devices related to network systems, communication (telephone systems including analog, digital and VoIP), audio-visual equipment, public address systems theater sound and lighting and computer hardware systems and equipment

ET2 - 3

Designs, installs, troubleshoots, tests and maintains network wiring for new construction and renovations; often making on-site decisions with various contractors

ET2 - 3

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

ET2 - 4

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

ET2 - 5

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

ET2 - 6

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

ET2 - 7

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

ET2 - 8

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

ET2 - 9

Provides information and assistance to District staff, members of the Parent Advisory Committee, vendors and contractors and attends meetings as appropriate

ET2 - 10

Maintains service records and service manuals

ET2 - 11

Provides technical guidance and assistance to District staff on the use of various systems including networks, communication, audio-visual and computer hardware systems and equipment

ET2 - 12

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

ET2 - 13

Monitors and guides the activities of an Electronic Technician 1, as needed

ET2 - 14

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

ET2 - 15

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

**QUALIFICATIONS
ELECTRONICS TECHNICIAN II**

<p>EDUCATION</p>	<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> <p><i>OTHER RELATED COURSES</i></p> <p>Introductory course in supervision skills</p>
<p>EXPERIENCE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Four (4) years specific experience in electronics OR 6 years or more of related experience</p>
<p>KNOWLEDGE</p>	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Knowledge of the current standards, practices, methods, materials, tools and equipment using for the repair and maintenance of District utilized electronics</p>
<p>SKILLS AND ABILITIES</p>	<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 such as soldering</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</p>

	<p>manner</p> <p>Ability to pay close attention to detail</p> <p>Ability to delegate and monitor the work of a Technician 1</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> <p>Ability to work with minimal supervision</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision (must not be colour blind) and hearing to perform related job duties</p> <p>Able to perform related physical and mental activities</p> <p>Physically able to lift up to 27 kg (60 lbs) and operate related equipment, work in crawl spaces and on scaffolding, in heat and with exposure to various live line voltage circuitry</p> <p>Working on active construction sites</p> <p>Possess a valid driver's license</p>

February 20, 2006

Reviewed and Updated: April 2013