



Electronics Technician II

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OVERVIEW

Reporting to the Manager of Networks, Communication & Security Systems, the Electronics Technician II installs, repairs and maintains electronic, communication, 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 scaffolding, uses lift equipment and must have the ability to 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

ETII- 1

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 communication (telephone systems including analog, digital and VOIP), multimedia, public address systems sound and lighting and computer hardware systems and various other school related technology

ETII- 2

Designs, installs, troubleshoots, tests, reviews and maintains the communication and multi-media infrastructure on new construction and renovations; often making on-site decisions with contractors and providing feedback to the appropriate manage

ETII- 3

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

ETII- 4

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

ETII- 5

Orders parts for department installation repairs, and to maintain stick levels. Resolves order discrepancies escalated by departmental staff and reports unresolved issues to manager

ETII- 6

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

ETII- 7

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

ETII- 8

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

ETII- 9

Maintains the currency of service records and service manuals

ETII- 10

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

ETII- 11

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

ETII- 12

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

ETII – 13

Reviews work requests to estimate labour and material requirements and provide estimates as needed; procures materials, ensures tools and equipment are available, establish a schedule to ensure work is completed and within service standards

ETII – 14

Represents the District, Facilities, and the Department at meetings and in consultation with engineers, contractors, vendors and other school district staff and departments providing recommendations and guidance.

ETII- 15

Regularly works directly with and coordinates with external organizations such as Telus, Shaw and various contractors to achieve the requirements on projects

ETII- 16

Researches and develops new procedure, in conjunction with the manager, to improve the workings of the department to keep pace with the changes in technology.

ETII-17

Responsible for providing training and guidance to the Electronics I technicians

ETII- 18

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

ETII- 19

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

**QUALIFICATIONS FORM
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>Electrical Qualification for Low Energy or Amp Act II/Commscope Certification (2 days) or willingness to obtain</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 standards, practices, methods, materials, tools and equipment and safety methods using for the installation, repair and maintenance of District utilized communication and audio visual systems, infrastructure and equipment</p> <p>Current knowledge of EIA and TIA standards</p> <p>Proficient in Excel</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 hand and power tools, test equipment and fine point 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 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>Ability to document summarize and interpret data for use by other departments and in presentations</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 confined spaces and on scaffolding, lift equipment, in heat, cold and with exposure to various live line voltage circuitry</p> <p>Able to work independently</p> <p>Working on active construction sites</p> <p>Possess a valid driver's license</p>