

**Position Description**  
**Equipment Technician - Electronics**  
**Department: Computer Sciences**

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**POSITION PURPOSE**

The Equipment Technician - Electronics performs complex technical work in the repair, maintenance and modification of a wide variety of instructional equipment including computers, printers, monitors, videocassette recorders, televisions, microprocessors and other electronic equipment.

**NATURE AND SCOPE**

The Equipment Technician - Electronics supervises student assistants and hourly and clerical support staff.

The Equipment Technician - Electronics is responsible for all performing assigned duties in accordance with their skills and expertise within established guidelines. Other decisions, such as approving major capital expenditures and written and verbal instructions and directions as appropriate, are referred to a higher authority.

**EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES**

1. Tests, adjusts, calibrates, maintains and repairs a variety of electronic equipment.
2. Trains and guides student assistants as necessary to assure proper operation and maintenance of equipment and laboratory.
3. Assists professors, staff and students in the safe use of equipment, materials and supplies.
4. Orders, receives and stores electronic laboratory supplies and equipment; maintains records related to inventory, work orders, budgets .
5. Prepares instructional materials and equipment for professors to use in classroom demonstrations; operates and demonstrates the use of equipment as needed.
6. Issues materials and equipment for student use; assures completeness of kits.
7. Provides work direction and supervision to hourly and clerical support staff and student assistants.
8. Performs related duties as required.

**EMPLOYMENT STANDARDS**

**Knowledge:**

Some knowledge of District policies and procedures

Electronics principles and theories; knowledge of a variety of electronics equipment including television, videocassette recorders, personal computers, and printers

General safety precautions and procedures

## **EMPLOYMENT STANDARDS (cont'd.)**

### **Skills and Abilities:**

Use tools and equipment in making electrical repairs skillfully  
Plan and lay out electrical work, including estimating labor and materials costs  
Basic mathematical abilities  
Excellent written and oral communication  
Excellent interpersonal skills  
Ability to work independently  
Management, organizational and supervisory skills

### **Education and Experience:**

2 years electrical experience at a skilled level  
A+ certification recommended

### **Working Conditions**

Occasional and intermittent exposure to electrical, mechanical and/or physical factors which are generally protected against or predictable  
Ability to perform heavy manual labor  
Ability to lift up to 100 lbs.