

ELECTRONICS TECHNICIAN

Division: 2 (Maintenance)

Reports to: Data Processing Supervisor

Job Summary

With minimal direction, the Electronics Technician performs installation and repair of electronic equipment. He/she works cooperatively with other employees, students and the public.

Duties and Responsibilities

- Installs, maintains and repairs electronic equipment such as computer systems, security systems, fire alarms and digital controls.
- Installs, maintains and repairs low voltage electrical systems such as telephone wiring, heating controls and public address systems.
- Organizes and schedules repair requests.
- Diagnoses problems in computer systems or software.
- Estimates material required for projects.
- Maintains an up to date knowledge of computer systems and software.
- Maintains parts and supplies inventory.
- Coordinates workload of Trades Helpers or other maintenance employees.
- Reports work completed including time and material used.
- Cleans shop including emptying garbage cans.
- Performs other maintenance related or emergent duties.

Equipment Used

Specialized testing equipment, hand tools, power tools, truck and other electronic equipment.

Required Knowledge, Ability, Skills

- High school diploma or equivalent.
- Supplemented by four years= relevant course work or at least four years= equivalent experience.
- A valid B.C. Class 5 driver=s licence.
- Advanced knowledge of computer operating systems/networks.
- Knowledge of software and hardware analysis techniques.
- Knowledge of heating, ventilation and air conditioning systems.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers= Compensation Board regulations.
- Ability to demonstrate fine manual dexterity.

- Ability to plan and schedule work and organize the workload effectively.
- Ability to work in confined areas and at heights.
- Ability to use courtesy and tact in the explanation of and discussion of information in contacts with students, suppliers and other staff.
- Ability to effectively communicate both verbally and in writing.
- Ability to perform individually and as part of a team.
- Ability to maintain close attention to detail.

July 1, 1994

Reviewed: April 4, 2014

Electronics Technician