



## SENIOR ELECTRONICS SPECIALIST

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### Position Summary

Provide quality support in the analysis, design, development, maintenance, and modification of the operating system and auxiliary software products required to support, maintain, and repair District computer, audio-visual, video, communications and clock systems in a multi-faceted systems environment.

### Distinguishing Characteristics

Distinguished by the requirement for experience and qualifications repairing and maintaining Apple and PC desktop and laptop computers requiring specialized technical training and experience.

### Supervisory Relationship

This position reports to the Technology Support Specialist Supervisor. Provide technical guidance to other District staff. Oversight and training of Computer Technicians and temporary summer help.

### Essential Functions

1. Maintenance and upkeep of computers and other “technology-oriented” devices (for example, smart boards, digital camera, etc.).
2. Receive and log equipment sent to shop for repair. Operate test equipment to diagnose malfunction; consider repair and replacement costs and determine if item should be repaired or discarded.
3. Test, diagnose, repairs, reconfigures, assembles, integrates, and tests basic and complex systems, configurations and networks electronic equipment such as computers, projectors, intercom and public address systems, audio-visual systems, scoreboards, and clock systems.
4. Assist users with the evaluation, selection, acquisition, and installation of hardware, software, and communications packages.
5. Providing hardware, software, and communications problem analysis support.
6. Advise users in technical areas leading to improved productivity and better integration of technology into instruction and operations.
7. Assist with the preparation and evaluation of hardware and software configuration and network plans in support of user requests.
8. Perform preventive maintenance, cleaning, and lubrication of electronics equipment.
9. Assists with the evaluation of functional capabilities of proposed new, small computer systems which may include mobile computer terminals, radio emergency response systems, microcomputers, and hardware and software associated with telecommunications equipment and systems.

10. Perform installations of public address, television cable, or other systems. Determine layout; diagram branches, connectors and splitters. Route wire and install fixtures. Expand or adjust circuitry or wiring as necessary.
11. Recommend equipment purchases; test newly acquired equipment for functioning ability.
12. Assists in analyzing departmental systems needs and recommendations, and conducting business systems analysis, computer and/or telecommunications system configuration planning and training.
13. Request service literature and parts; maintain service records and parts inventory.
14. Transport and assist in the set-up of AV/PA equipment for school/department presentations. May be required to instruct users in equipment operation and maintenance.
15. Assist in diagnosing and correcting equipment malfunctions by telephone based on information from user.
16. Keep current on technological and industrial advances through reading and educational seminars.
17. Attend work daily in order to carry out and discharge all other essential functions of the position.
18. Maintains regular and prompt attendance.
19. Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Comprehensive knowledge of the function and repair of computer equipment and various categories of consumer electronic equipment.
2. An understanding of computer operating systems and experience in imaging and updating these systems.
3. A variety of PC functions, such as word processing, spreadsheet, graphics, database management, telecommunications, hardware, and PC operating systems and packages.
4. Ability to repair electronic devices to component level. Ability to read technical repair manuals.
5. The uses, calibration, and care of electronic test equipment.
6. Specialized test equipment and diagnostics used for troubleshooting computer and/or telecommunications systems.
7. Diagnose problems or malfunctions and accomplish repairs in a minimal amount of time.
8. Make independent decisions quickly in emergency situations.
9. Ability to operate diagnostic equipment such as an oscilloscope, volt ohm meter, audio generator, signal tracer, impedance meter, and crosshatch generator.
10. Ability to prioritize assignments based on the nature and severity of problem, ability to work under pressure of time constraints.

### **Minimum Qualifications**

- Must have a current Apple Mac Technician Certification for both desktop and portable systems.
- Must have a current Oregon limited energy "B" license.
- Four years practical experience in the repair of electronic equipment.

## Work Environment

Work is performed in a workshop facility or in District buildings. Assignments may require lifting of heavy objects or working at heights, outdoors, or awkward or tiring positions. Incumbents may be exposed to risk of electric shock, hazards from radiation, or toxic chemicals.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	OSEA - Classified
<b>Pay Grade</b>	Grade 15
<b>Developed by</b>	Dr. Celia Feres-Johnson – Director of Human resources
<b>Reviewed by</b>	Classified Employees Pay Grade Evaluation Committee Les Moore, Director CIS
<b>Approved by</b>	Cydney Vandercar, Director of Human Resources
<b>Last revised</b>	June 16, 2016