



ELECTRONICS REPAIR ASSISTANT

Position Summary

The primary purpose of this position is to provide a variety of skilled technical support services by assisting with electronic equipment and system repairs. Services include, but not limited to, the installation, calibration, maintenance, testing, troubleshooting, and modification of electronic equipment. The equipment and technology serviced in school buildings and departments include but is not limited to projectors, document cameras, computers, printers, and audio/visual systems.

This position requires sustained and focused concentration on a single task for long periods of time with frequent interruptions. Staff in this position must exhibit a high level of patience, attention to detail, dexterity and precision when repairing equipment. Positive customer service interactions are of the utmost importance.

Supervisory Relationship

This position reports to the Technology Support Manager or other Technology designee. May receive general direction from school principals, department directors, or other Technology designee.

Essential Functions

1. Assists in the planning, layout, and organization of electronic equipment and supplies.
2. Maintains electronic equipment by testing, calibrating, adjusting and aligning.
3. Assists in making appropriate repairs of electronic systems.
4. Assists in the preparation of project documentation such as design schematics and diagrams, as needed.
5. Describes and illustrates systems operating characteristics.
6. Schedules and transports technology equipment for repair.
7. Performs inventory control, including intake, asset tagging, database verification, and equipment disposal per district policy.
8. Requisitions electronic parts and materials, ensuring adequate supply is available.
9. Provide site-based equipment repair.
10. Troubleshoots a variety of technology operating systems and platforms.
11. Provides application-level support for associated systems.
12. Maintains regular and prompt attendance.
13. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated knowledge of electronic principles and theory.
2. Demonstrated knowledge of basic computer and network troubleshooting techniques.
3. Demonstrated understanding of the tools, equipment and materials used in electronic testing, repair and maintenance.
4. Ability to read and create electronic schematics and wiring diagrams to aid in standardized testing and troubleshooting of circuits.
5. Skill in the use and care of tools and equipment used in the work.

6. Skill in record keeping for documentation purposes.
7. Ability to establish and maintain cooperative working relationships with other district technology and site based staff.
8. Ability to work independently and as part of a team.
9. Ability to prioritize projects and prioritize projects based on need.
10. Ability to complete assigned tasks with limited supervision and direction.
11. Knowledge of inventory control methods.
12. Current knowledge of computer operating systems and associated software applications.
13. Must be able to maintain a “customer first” attitude when under stress.
14. Ability to communicate with all staff in professional and respectful manner.

Minimum Qualifications

- Completion of a two year vocational or college program in electronics or networking; **OR**,
- Two (2) years of experience in assisting with the installation, maintenance and repair of electronic equipment; **OR**;
- Any equivalent combination of experience, training and/or education approved by Human Resources.

Work Environment

- Primary work environment is the Technology Repair workshop, classrooms, and indoor spaces at schools. This space is shared with other repair technicians. Must be able to remain in a stationary position for prolonged periods; exposed to visual display terminal for prolonged periods; may experience frequent interruptions;
- Travel to remote sites and the district repair center is required.
- Must be able to position and reposition oneself in restricted spaces, including under desks, maintain electronic equipment frequently located inside closets and distribution frames.
- Must frequently move equipment and gear weighing up to 50 lbs in and out of motor vehicles, onto and off of work benches and floor.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 7
Approved by	Cydney Vandercar Asst. Superintendent for Administrative Services
Last revised	May 14, 2018