FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Electronics Service Specialist
REPORTS TO: Electronics Shop Supervisor

DEPARTMENT: Maintenance
CLASSIFICATION: Classified

FLSA: Non-Exempt
WORK YEAR: 261 Days

BOARD APPROVAL: 

SALARY: Crafts Salary Schedule/
90% Union Scale

BASIC FUNCTION:
Perform specialized technical work in the repair and maintenance of a variety of electronic and audio-visual equipment including alarm systems, clock and program systems, personal computers and peripheral equipment.

REPRESENTATIVE DUTIES:
Perform specialized technical work in the repair, adjustment, replacement, modification and routine maintenance to clock and program systems, alarm systems, communication systems and other electronics equipment; perform preventive maintenance as assigned. E

Evaluate and repair and maintain equipment such as video monitors, video cassette and tape recorders, sound systems and alarm systems. E

Provide technical support to remodels, additions and deferred maintenance projects; test and install electronic systems in offices, classrooms and portables. E

Estimate cost and time for major upgrades, repairs and installation of equipment and systems; provide testing of sample equipment proposed for purchase; make recommendations related to the purchase of new systems. E

Provide technical assistance to District personnel, staff and others in the use of equipment and systems. Inspect and test equipment to determine source and feasibility of repair. E

Operate and maintain a variety of specialized tools and test equipment related to electronic repair work; drive a vehicle to conduct work. E

Maintain related records as required. E

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by college-level course work in electronics and journey-level training in electronic equipment repair and five years experience in the repair and maintenance of electronic equipment.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license; successfully pass a Class B physical exam.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Electronic and electrical theory, principles and practices.  
Methods, tools and procedures used in the operation, repair and maintenance of electronic equipment including personal computers. 
Methods and procedures for storing equipment, materials and supplies. 
Safety practices and precautions. 
Basic record-keeping techniques.

ABILITY TO:
Repair, maintain and troubleshoot a variety of electronic and audio-visual equipment including personal computers and peripheral equipment. 
Order parts and supplies and maintain inventory. 
Maintain records and files. 
Schedule and perform work to meet established time lines. 
Work independently with minimal supervision. 
Establish and maintain effective and cooperative working relationships with others. 
Communicate effectively with others. 
Observe legal and defensive driving practices. 
Maintain current knowledge of technological advances in the field. 
Maintain work pace appropriate to given work load.

WORKING CONDITIONS:

ENVIRONMENT: 
Indoor work environment; drive a vehicle to conduct work; regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES: 
Dexterity of hands and fingers to operate a variety of electronic testing equipment and measuring devices; hearing and speaking to exchange information; reaching overhead, above the shoulders and horizontally; bending at the waist; carrying, pushing or pulling equipment; climbing ladders and working from heights; seeing to distinguish colors; lifting and carrying heavy objects.

HAZARDS: 
Exposure to electrical power supply, high voltage and hazardous chemicals.

APPROVALS:

______________________________________________________________________________
Deberie L. Gomez, Associate Superintendent          Date
Division of Human Resources

______________________________________________________________________________
Charles E. McCully                                Date
Superintendent

ELSERSP.PD.BMH.05/15/96

March 2006
Classification/Compensation Study