

# FRESNO UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	Lead Electronics Service Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Maintenance	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	261 Days
<b>BOARD APPROVAL:</b>	May 19, 2021	<b>SALARY:</b>	FTA – Trades Hourly Salary Schedule Grade M-47

### 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, and peripheral equipment. Perform duties as a working lead, coordinating Electronic Service Technician(s) work while providing hands-on participation in installing, maintaining, repairing and removing of low voltage electronic equipment, infrastructure, and associated systems.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities with this classification, but is intended to accurately reflect the principal job elements.)**

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**

Leads, directs, participates in, and provides insight into the maintenance and improvements of low voltage electronics and related system operations and computerized maintenance management systems that support work order management and preventative, corrective, and predictive maintenance programs associated with low voltage electronic systems and auxiliary equipment. **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 and training equivalent to electronics apprenticeship program and five years journey-level 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 timelines.

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.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor 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.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***