



# ELECTRONICS TECHNICIAN

## SUMMARY/SCOPE/GOAL

Assists in the repair and maintenance of the school district's fire alarm, intercom, and other low voltage systems.

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## QUALIFICATIONS

### ELECTRONICS TECHNICIAN I

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- High School diploma or equivalent.
- Demonstrated knowledge of basic electronics systems and functions.

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Deleted: One (1) year experience in electronics field.

##### PREFERRED/DESIRED:

- Course work in electronics from a Trade or Vocational School or college level preferred.

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#### CERTIFICATIONS AND LICENSES:

##### REQUIRED:

- Valid State Driver's license.

Deleted: Must obtain a Fire Alarm System Agent License from the Florida Electrical Contractors Licensing Board within one (1) year of hire.

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### ELECTRONICS TECHNICIAN II

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- High School diploma or equivalent.
- Three (3) years progressively responsible experience and demonstrated skill in repairing and/or installing fire alarm and/or intercom systems. OR
- Trade School, Vocational School Certificate or Associates Degree in Electronics with 1 year verifiable field experience with a combination of fire alarm and intercom repair and installation.

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##### PREFERRED/DESIRED:

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#### CERTIFICATIONS AND LICENSES:

##### REQUIRED:

- Must obtain a Fire Alarm System Agent License from the Florida Electrical Contractors Licensing Board within six (6) months of hire.
- Valid State Driver's License.

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### ELECTRONICS TECHNICIAN III

#### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

##### REQUIRED:

- High School diploma or equivalent.

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## ELECTRONICS TECHNICIAN

- Five (5) years progressively responsible experience and demonstrated skill in repairing and/or installing fire alarm and/or intercom systems. **OR**
- Trade School, Vocational School Certificate or Associates' degree in Electronics with three (3) years verifiable field experience with a combination of fire alarm and intercom repair and installation.

### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Must obtain a Fire Alarm System Agent License from the Florida Electrical Contractors Licensing Board within six (6) months of employment.
- Valid State Driver's License.

### PREFERRED/DESIRED:

*Career Ladder position may be advertised under the PAR title code where the level is determined by credentials of the candidate recommended for hire. Movement between levels is predicated on the achievement of prescribed and tangible credential advancement of the individual, pre-approved budget, and written documentation that justifies the department need. Additionally, any requested movement must be recommended by the department Director (additional considerations include employee performance, skill mastery, employee initiative, and the individual's accountability in growing their own knowledge base), as well as the recommendation of the Cabinet Level Approver. All recommendations must further be approved through Budget and Human Resources leadership.*

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Assist in the repair and installation of fire alarm, intercom, and sound systems.
2. Complete minor electronics repair.
3. Perform checks and test using electronic testing equipment.
4. Create and maintain records and reports.
5. Utilize personal computer for information gathering and reporting.
6. Provide on-call services pursuant with the on-call schedule.

#### Additional tasks for Level II

7. Repair and/or install fire alarm, intercom, and sound systems using basic repair techniques with general supervision.
8. Inspection of district fire alarm, intercom, and sound systems using standard inspection techniques.
9. Complete basic fire alarm, intercom, and sound system installations.

#### Additional tasks for Level III

##### 10. Ability to work independently.

11. Schedule and prioritize daily work load in support of Supervisor.
12. Inspect and diagnose systems utilizing electronic diagnostic equipment.
13. Review drawings and specification for deficiencies pertaining to fire alarm and other low voltage systems.
14. Prepare equipment and parts orders as necessary.
15. Assist in determining proper placement and installation of fire alarm and intercom equipment.

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## ELECTRONICS TECHNICIAN

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

##### ELECTRONICS TECHNICIAN I

Ability to complete minor electronic repairs. Ability to use basic electronics testing equipment. Ability to assist other fire alarm and intercom technicians in the performance of fire alarm, intercom, and sound system repair and preventative maintenance. Ability to read and understand drawings, diagrams, and reports pertaining to fire alarms, intercoms, and sound systems. Ability to process work-orders electronically. Demonstrated written and oral communications skills.

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##### ELECTRONICS TECHNICIAN II

Ability to perform diagnostics on fire alarm, intercom, and sound systems to the level of system repair. Skilled in performing preventative maintenance on addressable and analog fire alarm, intercom, and sound systems. Ability to complete basic repairs to multiple types of low voltage fire alarm, intercom, and sound systems. Ability to perform basic installation of fire alarm, intercom, and sound systems. Ability to work from blueprints, shop drawings, and sketches. Ability to prepare inspection reports and maintain detailed maintenance logs & forms. Skilled in the use of electronic testing equipment. Ability to process work-orders electronically. Demonstrated written and oral communications skills.

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##### ELECTRONICS TECHNICIAN III

Knowledge of various makes & models of fire alarm, intercom, and sound system equipment. Ability to investigate, troubleshoot, and identify fire alarm, intercom, and sound system deficiencies. Ability to repair or replace fire alarm, intercom, and sound system components and sub-systems. Ability to perform diagnostics and circuit repairs at field level. Ability to interpret blueprints, specifications, and shop drawings on fire alarm systems and other similar low voltage systems. Ability to prepare reports, schedules, and documents pertaining to fire alarm systems and other low voltage systems. Ability to process work-orders electronically. Skilled in the use of personal and laptop computers.

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**Deleted:** , including ICOMM router, voice evacuation panels, kitchen gas shut-off and other low voltage systems running 0-49 volts

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#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### TRAINING:

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#### EQUIPMENT:

Use or repair of hand tools, power tools, air tools, shop equipment, etc.

## ELECTRONICS TECHNICIAN

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

**PHYSICAL REQUIREMENTS:**

**(M) MEDIUM WORK**

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

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 Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Intermittent light machinery noise and activity level.

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites often. Travel out of county rarely.

### FOR HR USE ONLY:

<b>DIVISION:</b>	<u>Facilities Services</u>	<b>DEPARTMENT:</b>	<u>Plant Operations and Maintenance</u>
<b>TITLE CODE:</b>	<u>L6689</u>	<b>CONTENT BY:</b>	
<b>GRADE:</b>	<u>27, 28, 29</u>	<b>COMPENSATION:</b>	<u>Rick Morton</u>
<b>UNIT:</b>	<u>1010 CORE</u>	<b>LABOR RELATIONS:</b>	<u>Karyle Green, Ed.D.</u>
<b>LAST BOARD APVD:</b>	<u>04/26/2016</u>	<b>CLASSIFICATION:</b>	<u>Beth Thedy, Ed.D.</u>

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	06/23/98	Initial Release: Replaces Fire Alarm and Intercom Repair Technician	Facilities Services
2.0	02/24/15	REVISED	Facilities Services
2.1	08/13/15	REVISED	Facilities Services
3.0	04/26/16	REVISED	Facilities Services
4.0	04/14/20	REVISED: New format, combined levels into one document, <u>updated Qualifications and Essential Tasks, changed Physical Requirements from Heavy to Medium.</u>	Facilities Services

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*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*