



**ELECTRONICS CRAFTSMAN I**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Supervisor of Electronics, the position is responsible for performing skilled work in the installation, maintenance, modification, and repair of various types of electronic equipment/systems in school buildings and facilities.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist with performing maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc., and procuring parts and materials necessary to perform the job.
- Assist with the layout of work and material preparation, and reading and interpreting blueprints, plans, drawings and specifications
- Repair and maintain tools and equipment.
- Operate a work truck and ensures the truck is clean and well stocked at all times.
- Maintain work space in a clean, safe, orderly condition.
- Operate bucket truck and other personnel lifts.
- Performs related work as required.

**JOB SPECIFIC TASKS**

- Perform repairs on various types of audio/visual electronic equipment including: LCD projectors, LCD televisions, DVD players, CD players, digital cameras and camcorders, cassette recorders, etc.
- Perform minor repairs to CATV systems.
- Operate a computer for diagnostic testing/programming/word processing/internet research and network program access.
- Assist in major repairs of various electronic systems including: CATV, CCTV, Access Control, Intrusion Detection, Intercom, and Specialty Sound.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must have a general knowledge of the common practices, tools, terminology, and safety precautions of the trade and the use and characteristics of common building materials. Must have the ability to work from sketches, drawings, plans, or specifications; follow simple verbal and written instructions; and estimate needed materials and time required for various jobs. Must have the ability to establish and maintain effective working relationships with associates. Must be skilled in the use of tools and equipment associated with the trade.

**EDUCATION AND EXPERIENCE**

High school graduate/GED and or completion of a vocational course or any combination of experience and training which provides the required knowledge, skills, and abilities. Two years experience recommended.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 70 lbs.

**SPECIAL REQUIREMENTS**

Possession of a valid Virginia Driver's License

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-exempt	Description Revised: 4/19
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