

ELECTRONICS SUPERVISOR

GENERAL RESPONSIBILITIES

Supervise all phases of electronic repairs in the school 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.)

- Review mechanical plans and specifications for new installations and renovations for completeness.
- Perform supervisory functions such as; scheduling prioritizing work assignments, conduct performance appraisals, grants leave, takes disciplinary action and makes promotion recommendations.
- Ensure that the needs of staff as well as production goals are satisfied. Perform repair work on complex components.
- Monitor the processing of orders for supplies, material, and repair parts to ensure availability and to reduce production delays.
- Perform troubleshooting, or instruct others, to quickly diagnose and repair malfunctioning systems.
- Inspect work in process and upon completion to ensure efficiency, economy and safety of operations.
- Make changes to work plans, assignments or methods necessary to effectively accomplish the task.
- Maintain records on material prices, job progress, schedule adherence and files for future planning and statistical purposes.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge in electronics and excellent mechanical skills; ability to plan work independently; ability to prepare plans, specifications and estimates; thorough knowledge of the principles, practices, equipment, tools and materials used in maintenance work; thorough knowledge of the hazards and necessary safety precautions; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with others; effective oral and written communication skills.

EDUCATION AND EXPERIENCE

High school graduate or GED. Two year electronics certification. Ten years experience in repairing audio visual equipment.

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

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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