

ELECTRONICS TECHNICIAN LEADWORKER

PURPOSE:

To lead a team to build, install, repair, and maintain electronic and electrical equipment.

FUNCTIONAL AREAS:

1. Build, install, repair, and maintain electronic and electrical equipment.
 - * A. Design and build equipment in accordance with the requirements of the customer and safe electronic procedure.
 - * B. Install electronic and electrical equipment such as communications and signalling equipment in and on buildings, vehicles, and other property and equipment.
 - * C. Measure operation of such equipment to ensure it remains within normal operating parameters; adjust and calibrate equipment to restore proper operation.
 - * D. Diagnose malfunctions of electronic and electrical equipment using various diagnostic tools and equipment such as oscilloscopes, multimeters, and other specialized equipment.
 - * E. Maintain the proper operation of electronic and electrical equipment.
 - * F. Repair electronic and electrical equipment, including microprocessor-controlled equipment and computers at the component level using small hand tools, soldering and desoldering equipment, and other tools of the trade.
 - * G. Program microprocessor-controlled equipment and computers to ensure proper operation.

2. Build and maintain positive working relationships with customers and peers.
 - * A. Communicate to arrive at a common understanding of the nature of equipment malfunction or improper operation.
 - * B. Instruct customers and peers on the proper operation and programming of equipment.
 - * C. Question customers and peers to evaluate equipment criteria and recommend specific equipment for purchase or construction.

3. Perform other related duties.
 - A. Maintain logs and records of equipment construction, purchase, installation, repair, and maintenance.
 - B. Maintain an inventory of repair parts and supplies sufficient to keep equipment as functional as reasonable within budgetary constraints.
 - C. Act as a consultant to other departments and divisions, within and without the City, on electronic and electrical equipment.

4. Organize and direct the work activities of assigned personnel.
 - * A. Determine priorities, assign work, and coordinate schedules of assigned personnel.
 - * B. Assist in the hiring, transfer, suspension, or discharge of assigned personnel.
 - * C. Establish work standards and complete employee evaluations.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
 - * E. Train personnel in correct and safe methods and procedures necessary to accomplish their assigned work.
 - F. Recommend adjustments or other actions in employee grievances.
 - G. Provide assigned personnel with access to all necessary information.

MINIMUM REQUIREMENTS:

1. Education and Experience:

- * A. Graduation from an accredited program of training in electronic repair, or, certification by a nationally recognized electronics certification program, such as NABER, NICET, NARTE, APCO, an FCC Radiotelephone license, or equivalent technical certification.
- * B. Seven year's experience in component-level electronics diagnosis and repair, with three year's of that experience in two-way radiotelephone communications equipment.

2. Knowledge:

- * A. Extensive knowledge of electronic theory and practice, including solid state and digital electronics.
- * B. Extensive knowledge of electrical theory and practice.
- * C. Knowledge of FCC rules and regulations.
- * D. Knowledge of mathematics at an advanced algebraic and trigonometric level.
- * E. Knowledge of effective supervisory methods.

3. Skills:

- * A. Skill at diagnosing, maintaining, and repairing diverse electronic and electrical equipment at the component level.
- * B. Skill at communicating with others to determine the nature of equipment malfunction and assist with problem diagnosis.
- * C. Skill at manipulating tools and equipment using fine hand movements.
- * D. Skill at analyzing equipment malfunctions using logic, experience, and advanced diagnostic equipment.
- * E. Skill at programming microprocessor-controlled equipment and computers.
- * F. Skill in directing and supervising the work of others.

4. Abilities:

- * A. Ability to transport oneself to, from, and around various remote sites while carrying diagnostic and repair equipment, and repair and replacement supplies such as propane bottles, etc.
- * B. Ability to climb tall structures to adjust and repair communications equipment.
- * C. Ability to read, interpret, and understand electronic schematic diagrams and advanced technical manuals.
- * D. Ability to diagnose, maintain and repair all types of electrical and electronic equipment at the component level, including surface mount components and large-scale integrated circuits.
- * E. Ability to manipulate tools and equipment using fine hand movements.
- * F. Ability to see to locate and identify extremely small components, component leads, color codes, etc., and to evaluate the video performance of TV's, monitors, VCR's, computers, etc.
- * G. Ability to hear to evaluate the audio performance of electronic equipment.
- * H. Ability to feel to perceive temperature fluctuations caused by equipment malfunction.
- * I. Ability to smell to distinguish overheated or burned-out components, often by type of component.

- * J. Ability to lift to move and carry equipment weighing up to 50 pounds.
- * K. Ability to push or pull equipment weighing up to 100 pounds.
- * L. Ability to establish and maintain effective working relationships with others, both within and without the City.

* Essential functions, or requirements necessary on the first day of employment.

CT 19940209
CSB 19940405
CC 19940418
94-0343R