

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Police Electronics Technician

Supervisor's Title Police Electronics Shop Supervisor

Date Prepared 3/99 **Date Reviewed** _____ **Date Reviewed**

Employee/Incumbent Review _____ **Immediate Supervisor Review**

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl**

Location _____ **Lane**

Implementation Date _____ **ADA Review**

Job Summary

Installs, maintains, repairs, modifies and replaces, at component level, district security systems, safety equipment, two way radios, computers, police car and dispatch office electronic equipment. Also performs preventive maintenance on this equipment. Assigns work to hourly employee crews and assistant technicians and monitors their work.

Essential Functions

1. Plans and implements the installation, maintenance, modification, replacement and repair, on the component level, of district electronic equipment such as security systems, fire systems, police car and dispatch office electronic equipment, system computers, two way radios, etc. Also performs preventive maintenance on these items.
2. Diagnoses problems through the use of schematics, blueprints and a variety of test equipment.
3. Designs and assembles electronic equipment such as security systems, fire alarm systems, city and radio/life safety systems. Designs and assembles, on the component level, custom circuitry for security systems, police dispatch and cars, boiler alarms, city and fire systems.
4. Keeps accurate records of time and materials used on each work order. Accountable for vehicles and tools assigned. Responsible for work area maintenance, cleanliness and safety.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Requires good general knowledge of practical theory of electronics technology and some basic electrical theory. Must have good general knowledge of a variety of electronics related test equipment such as multimeters, signal tracing devices, power supplies, frequency counters and oscilloscopes. Must have a high degree of mechanical aptitude and be computer literate. Must have good diagnostic skills, frequently resolving problems without manufacturers documentation. Must be skilled in math and oral and written communication and be effective in interpersonal relations. Must maintain a positive and helpful attitude. Requires skill in reading and drawing schematics, electronic industry symbols and codes, Must have good working knowledge of safety and equipment limitations. Must have a working knowledge of DOS, Windows and THEOS. Must understand a variety of computer hardware and software. Must be proficient in soldering for the removal of surface mount components. Must be able to use all relevant hand tools.

Needs knowledge of metal fabrication, the ability to design, cut, weld and bend metal stock into custom brackets and projects. Basic knowledge of boiler systems and energy management is required. Knowledge of vehicle wiring is also required with awareness of vehicle safety codes and warranties. Must be able to operate various types of machinery such as fork lifts, man lifts, jack hammers, compactors, trenchers, etc.

Minimum Entrance Requirements for Education

High school diploma or equivalent plus two years of relevant formal training (or tested and/or objectively evaluated equivalent) in electronics, electronics theory and repair. Must keep abreast of new developments in the field. Must possess a valid drivers license. Training in working around, handling and treatment of asbestos is also necessary.

Minimum Entrance Requirements for Prior Experience

Must have a minimum of four years of carefully planned and objectively evaluated job related experience with demonstrated competence,

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Plans for preventive maintenance of all police and some other electronic systems such as security, fire , two-way radio/life safety and police systems. Must be able to maintain confidences when working on sensitive police matters. Sets specifications pertaining to supply purchases and parts procurement. Makes repair vs. replacement decisions. Prioritizes and schedules own work. Condemns equipment, recommends replacement. Consults with school

and district administrators to determine best course to follow in use and installation of electronic equipment.

Interaction with Others (Non-Supervisory)

Interacts with maintenance employees, custodians, inspectors, contractors, district and school administration, vendors and the public.

Supervision

Trains, assigns work to and monitors assistants, hourly employees and other technicians on a regular basis. In the absence of the Shop Supervisor, maintains the continuity of the department.

Working Environment

Works in environments of cold, heat, dust, dirt, noise, moisture, chemical exposure, high voltage, varied heights and confined spaces. Special suits are required where working around hazardous materials such as asbestos. Emergencies may require irregular hours. Must be able to maintain confidentiality when working on sensitive projects.

Physical Demand Characteristics

Repetitive effort usually handling light, average and heavy weight materials. Most lifting not over 75 pounds, though this is sometimes exceeded.