

**GRANITE SCHOOL DISTRICT  
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

**Job Title:** Electronics Technician (Office Equipment Repair)  
**Supervisor's Title:** Lead Office Equipment Technician  
**Date Prepared:** 4/99 **Date Reviewed:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_  
**Employee/Incumbent Review** \_\_\_\_\_ **Immediate Supervisor Review** \_\_\_\_\_  
**Dpt Apprvl** \_\_\_\_\_ **GCEA Review** \_\_\_\_\_ **HR Apprvl** \_\_\_\_\_ **Supt. Apprvl** \_\_\_\_\_  
**Job Location:** Maintenance Services **Lane** \_\_\_\_\_  
**Implementation Date:** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

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**JOB SUMMARY**

Performs maintenance, repair, service, and installation of electronic office equipment. Performs preventive maintenance, upgrades, and modifications as required. Provides training and instruction as needed to apprentices and system / equipment users District wide.

**ESSENTIAL FUNCTIONS**

- Performs installation, maintenance, preventive maintenance, repair and service of electronic equipment such as; photo copiers/digital duplicators, facsimile machines, word processors/electric typewriters, lamination equipment, scanners/bar code readers, business fasteners/shredders.
- Trains school and district personnel in equipment operation and minor repair.
- Maintains accurate labor and materials records.
- Recommends replacement of parts, materials and equipment.
- May be assigned to participate in organizations, committees, and subcommittees.
- Participates in education requirements of apprentices in techniques, equipment, safety, policies and procedures, as necessary.

**NON-ESSENTIAL FUNCTIONS**

Occasional other duties as assigned within skill level.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Requires a thorough knowledge of electronic theory and practical, hands on electronic technology and associated mechanics. Must be able to use a variety of electronic related test equipment and specialized tools required to perform in the trade. Must be able to read and comprehend schematics, blue prints and technical manuals. Must be able to discern between software and hardware problems. Must have basic mathematical skills required for electronic technology. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize apprentices and temporary workers, materials and equipment for specific projects.

### **REQUIRED EDUCATION AND TRAINING**

Must have a high school diploma or equivalent. Must have completed 1 ½ years full time equivalency of formal education as prescribed in Granite School District apprenticeship program or equal competency. Must keep abreast of changing developments in techniques in relevant fields. Must have a current and valid Utah driver's license.

### **REQUIRED PRIOR WORK EXPERIENCE**

Requires three years of job related and carefully monitored training in the District designed apprenticeship program with demonstrated competence or acceptable equivalent.

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

### **DECISION MAKING**

May consult with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

### **SUPERVISION**

Requires ability to motivate apprentices and temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. Assist in evaluating performance of apprentices. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

### **WORKING CONDITIONS**

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

**PHYSICAL DEMANDS**

There is occasional work with heavy weight material, but generally not exceeding 100 lbs.