

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Electronic Office Equipment Lead Technician
Supervisor=s Title: Foreman and Assistant Foreman
Date Prepared: 5/99 **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** _____

JOB SUMMARY

Incumbent leads and participates in the installation, service and repair of Electronic equipment. This includes, photo copiers, digital duplicators, facsimile machines, word processors, typewriters, scanning devices, lamination devices, fasteners, and shredding devices. Coordinates work assignments, recommends and orders materials for projects, assists in inventory control and department audit activities. Also participates in proposed capital outlay and remodeling projects as required, or related to office equipment.

ESSENTIAL FUNCTIONS

- Supervises and participates in all functions assigned to Electronic Office Equipment Service Technician.
- Participates in hiring, retention, performance evaluation and discipline actions as requested by Foreman.
- May be assigned to participate in organizations, committees, and subcommittees.
- Participates in training on safety equipment and hazardous chemicals.
- Assists in maintaining appropriate quantities of parts and equipment to minimize project delays.
- Maintains work orders, invoices, inventories, etc. as directed by the Foreman and Assistant Foreman.
- Assures that technicians are following through on area cleanliness and safety.
- Supervises and trains technicians and apprentices as directed by Foreman.
- As directed by the Foreman and Assistant Foreman, supervises and inspects work being performed by Electronics department employees and contract service providers, assuring

that work is done properly and within a reasonable time frame. Ensures safe working conditions and procedures.

- Coordinates with other trades to complete projects.

NON-ESSENTIAL FUNCTIONS

Occasional other duties as assigned within skill level.

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 make needed adjustments to schematics, blue prints and technical manuals (including symbols and codes). Must have the ability to quickly discern between software and hardware related problems and symptoms. Must have basic mathematical skills and knowledge in the practical application of electronics. Requires basic computer skills. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must be very familiar with the District Classified Negotiated agreements and Board policies that govern classified employment. Must be familiar with District procurement policies. Should have a working knowledge of district time and attendance procedures. Must be able to plan work and organize journeymen, materials and equipment for specific projects. Must be skilled in oral and written communications and interpersonal relations.

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have completed 1 2 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

Must meet minimum requirements of Office Equipment Technician. In addition, must complete one additional year as a qualified Office Equipment Technician with demonstrated competence.

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. Assures that each assignment has sufficient tools, materials and supplies.

Assists with inventory ordering and issuing. Determines repairs and replacements of equipment as needed. Assists in hiring, promotion, retention and performance review decisions upon request from the Foreman. Prioritizes work for specific jobs assigned. May determine that the use of specific equipment is a danger to the user and remove the equipment or neutralize it in place.

SUPERVISION

Incumbent will generally supervise a staff not to exceed 15 full time employees. On occasion this staffing will increase to accommodate temporary employees. On special projects, may supervise multiple trades. Incumbent will be responsible to monitor the progress of apprentices that are assigned to ensure that District apprenticeship and training standards are maintained. Incumbent must be able to motivate and encourage subordinates to promote a positive and productive work environment. Makes specific work assignments and monitors performance of assigned employees. 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, cold and high voltages. 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. |