**Pittsburg State University**

**Job Description**

**Electronics Technician (G0N108)**

**FLSA Status:** Non-Exempt
**Grade: 007 Hourly Staff**

**Job Family:** Campus Operations and Services
**Career Ladder: Electronics Technician 1**

**Updated: 4/24/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised*

**Primary Function:** The primary function of Electronics Technician job is to install, operate and repair electro-mechanical equipment and to maintain and install various video and recording equipment used in Academic departments for instruction.

**Supervision and Instruction Received**: Positions assigned to the Electronics Technician job typically report to the Director of the Center for Teaching, Learning and Technology but may also report to a supervisor with a different job. Instructions are given by the supervisor pertaining to general procedures. The employee has considerable independence in the execution of assigned duties.

**Interactions (purpose, with whom, frequency):** Employees frequently interact with faculty, staff, and campus visitors. The employee must coordinate with these people in the design and construction of new facilities and in the production and utilization of the campus facilities.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Installs electronic and multimedia equipment and systems. Troubleshoots, modifies, programs, repairs multimedia equipment.
2. Designs, develops, programs, installs, and manages all audio and video equipment; coordinates and implements preproduction and post production activities.
3. Films various presentations and events on campus; operates software programs for filming and editing video and multimedia recordings.
4. Repairs defective and worn out equipment.
5. Use Adobe Photoshop to construct designs for media panels to be mounted in all classrooms.
6. Calibrate signal generators, spectrum analyzers, frequency meters and other test equipment.
7. Observes installed equipment to detect hazards and make adjustments.
8. Maintain classroom technological equipment; design touch panels in classroom, maintain projector function, lighting and volume controls in classrooms.
9. Ability to understand and operate technical manuals including block and schematic diagrams.
10. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

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| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Additional education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* High school diploma or equivalent.
* Two years of related experience.

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s):**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Proficiency in Adobe software – Regularly.
* Use close vision and be able to focus – Regularly.
* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Ability to operate computer and basic functions- Regularly.
* Perform repetitive wrist, hand and/or finger movement to type and work on computer – Regularly.
* Finger dexterity and hand-eye coordination to work on a computer, telephone, and related office equipment – Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* General classroom and office conditions.
* May be exposed to moderate noise levels.
* Normal risks associated with electronic circuits.

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* Electronic repair equipment such as test equipment, production equipment, digital multimeters, spectrum analyzers.
* Cable RF distribution equipment such as modulators, broadband and narrowband amplifiers, mixers, splitters.
* Audio-visual equipment such as slides, film, project equipment, complete multimedia systems.

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

* FCC General Radiotelephone License

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Regular attendance is a necessary and essential function
* Must be able to work on evening and weekends occasionally.
* Satisfactory Pre-Hire Background Checks Required:
	+ Sex Offender Registry Check
	+ Criminal Record

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