**Pittsburg State University**

**Job Description**

**Electronics Technician Senior (G0N109)**

**FLSA Status:** Non-Exempt
**Grade: 008 Hourly Staff**

**Job Family:** Campus Operations and Services
**Career Ladder: Electronics Technician 2**

**Updated: 2/5/2019**

***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 this position is to operate, maintain, and install digital and analog electronic equipment and components along with maintaining and installing electronic and electrical equipment across campus.

**Supervision and Instruction Received:** Positions assigned to the Electronics Technician Senior position typically report to a Maintenance Supervisor but may also report to a supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

**Interactions (purpose, with whom, frequency):** Employee has daily contact with other employees on the job, including contact with university faculty, staff, and students when assigned to academic buildings. Employee has infrequent contact with vendors when picking up materials

**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 and maintains electronic motor components, controls, computers, direct digital and analog controls, clock systems, boiler controls, fire alarm systems and generator systems.
2. Constructs and/or modifies electronic equipment and devices including the installation and maintenance of batteries.
3. Completes installation operations and wiring of computerized energy management systems.
4. Establish and operate a preventative maintenance system on all hardware, reviews and recommends the acquisition of additional or updated hardware and software equipment.
5. Installs conduit, pulls wire, maintain lighting, and wire transformers.
6. Attend training sessions, seminars, and workshops on new and old electronic systems.
7. Trains other University personnel on operation and maintenance of equipment.
8. 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.

|  |  |
| --- | --- |
|  | 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.
* Three years of experience in electronic repair.

**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.*

* 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.
* 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.
* Ability to read and interpret electronic and electrical specs and manuals- Regularly
* Ability to operate telephone and basic computer skills including Microsoft Office and Excel- Regularly.
* Proficiency of software utilities including Adobe, Honeywell, and SQL programs- Regularly.
* Ability to use standard electronic and electrical test equipment and bench tools- Regularly
* Knowledge of the construction, use and operation of complex electronic equipment and devices -Regularly
* Knowledge of the principles and techniques of digital and analog applied electronics- 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.
* Weather.
* Exposure to electricity and/or transformers
* May be exposed to chemicals.
* Working alone in out-of-the-way locations

**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.*

* General tools such as hand tools.
* General office tools such as computers and peripheral equipment.
* Electronic test equipment such as volt and ohm meters, calibration instruments.

**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.*

* Valid Driver’s 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 regularly.
* Satisfactory Pre-Hire Background Checks Required:
	+ Sex Offender Registry Check
	+ Criminal Record

*\\files1\DEPARTMENTS\BUD\HRS\CCP - Comp & Class\CBIZ - Historical Docs\Job Descriptions\Electronics Technician G0N108.docx*