

## **Escondido Union High School District Job Description**

**Job Title:** Electronics Technician  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Maintenance & Operations  
**FLSA Status:** Nonexempt  
**Salary Level:** 37  
**Approved By:** Board of Education  
**Approved Date:** 4/20/10

### **NATURE OF WORK**

To provide and maintain the district's communication system and services, including security alarms, intercoms, telephones, fire alarms, bell systems by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Responsible for the installation, maintenance and repair of the district wide telephone system.

Troubleshoots telephone system from the main point of entry terminal to classroom or office telephone jack.

Moves telephone lines, relocates jacks, installs digital phone systems to handle multiline situations.

Coordinates with telephone provider regarding problems that are not within the district's scope of responsibilities.

Trouble shoots and repairs fire alarm system.

Maintains and repairs the Master intercom system at all sites; troubleshoots problems, extends system where needed.

Programs and maintains master bells schedules, time clock and secondary clocks.

Maintains and programs the Mitel phone system from central computer

Maintains and repairs scoreboards, shot clocks, field phones, telephone and public address systems at all stadiums and gymnasiums.

Services, maintains and repairs district's TV sets, VCRs and audio recording and playback equipment.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Associate's degree (A. A.) or equivalent from two-year college or technical school; three years experience in related field, or equivalent combination of experience and education.

## **KNOWLEDGE OF:**

Computers and software related to electronic equipment used by the district.

## **ABILITY TO:**

Read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, circuit diagrams and blueprints; effectively present information and respond to questions from groups of managers, clients, customers, vendors, contractors, and the telephone company; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; work with mathematical concepts such as probability and fundamentals of trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Driver's License

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, reach with hands and arms, and climb or balance. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

**COMMENTS**

The person assigned to this position must possess the ability to interact effectively with a wide variety of personalities and to prioritize work to assure an efficient use of time. In addition, this person must demonstrate a professional appearance and demeanor.