

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

**Job Title: Electronic Repair
Technician**

Department: Maintenance

**Grade G
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: August 2007

Reports To: General Foreman

Purpose of Job

The purpose of this job is to perform work functions associated with installation, repair and maintenance of fire alarm systems and devices; respond to routine and emergency service calls, maintain and install intercom and paging systems and telephone equipment. Install and maintain sound systems, scoreboards, security cameras and monitors, electronic door monitoring systems, cable television, and theater lighting systems. Assist in repair of two way radio systems; collect, test and repair audio visual equipment as well as limited office equipment.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Install, test, troubleshoot and repair electronic fire alarm system equipment such as fire alarm panels, wiring, horn/strobes, pull stations, smoke detectors, TRI and water flow switches, heat and duct detectors and smoke detectors to ensure systems are in compliance with state and federal codes.

Install, troubleshoot, and maintain intercom and paging systems such as circuit boards, call switches, speakers and horns, and associated wiring. Install and relocate telephones, wiring and jacks.

Install, repair, maintain and set-up sound systems for permanent and temporary use, (amplifiers, speakers, microphones, stands and cable).

Install, troubleshoot and maintain athletic scoreboards to include associated wiring.

Install, repair and maintain security systems such as cameras, monitors and wiring to include electronic door monitors, electronic door release switches and motion detectors. Repair and maintain cable television wiring, theater lighting systems to include dimming systems, boards and

control cabinets.

Assist in the repair of two-way radio systems. Collect, test and repair electronic audio visual equipment such as overhead projectors, tape recorders, radios/CD/tape players, video recorders, headphones, televisions, record players, overhead screens, audio visual carts, film strip projectors, geo safari/language master type computer learning systems and slide projectors. Also repair limited office equipment such as electric staplers, pencil sharpeners, laminators, waxers, binders, etc.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED) required, with three to five years of electronics repair experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and maintenance department and electronic repair practices as they pertain to the performance of duties relating to the job of Electronic Repair Technician. Has considerable knowledge of electronic equipment installation and repair practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

**(ADA) MINIMUM OUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines arid electronic repair and testing tools, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for medium to heavy work. Must be able to lift and/or carry weight of over one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Electronic Repair Technician.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date