

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Lead Electronic Equipment Technician	REPORTS TO:	Maintenance Services Supervisor
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	054 OSS
REVISED:	October 28, 2014		

BASIC FUNCTION:

Lead, support, and work with assigned journey-level, skilled, and semi-skilled crafts workers in repairing a variety of electronic and audiovisual equipment throughout the district.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Lead, plan, assign, and participate in the work of Electronic Equipment Technicians in repairing and maintaining a variety of electronic, digital and audiovisual equipment, HDTV, closed-circuit video broadcasting systems, interactive classroom suites, electronic marquee displays and controls, auditorium theatrical sound and lighting systems, intercoms and public address systems. **E**

Schedule and prioritize emergency, urgent, and routine job order requests. **E**

Provide technical expertise and performs the more technically difficult work. **E**

Assist with the coordination of projects with other departments and district staff. **E**

Assist in the development and implementation of procedures and work practices for identifying, reporting, repairing, and inspecting electronic and audiovisual equipment. **E**

Oversee the configuration and programming of digitally controlled public address, intercom, marquees and theatrical sound and lighting systems. **E**

Build and assemble special audio and video equipment. **E**

Inspect new equipment and audio/video installations in schools for compliance with specifications and code requirements. **E**

Prepare labor and material estimates. **E**

Update inventory and records of equipment services. **E**

Assist in the development of program budgets. **E**

Maintain a variety of records to administer and account for labor, materials, tools, equipment, and rolling stock. **E**

Implement and enforce safety regulations and practices. **E**

Conduct regular safety and training meetings. **E**

Provide information and input relative to the creation, maintenance, modification, and change to district AV equipment specifications and standards. **E**

Attend training seminars and courses to remain current in leadership skills and the latest techniques and technology in the construction/maintenance industry. **E**

Drive a vehicle. **E**

Implement approved policies and procedures for the department and assigned program. **E**

Review and resolve issues relating to the assigned program. **E**

Perform other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to the completion of a recognized training program in the electronics trades and five years of recent, full-time, paid journey-level electronic equipment repair experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

May be required to have available and operate a vehicle capable of hauling heavy and/or bulky materials as defined in Administrative Procedure 2510 (transportation expense and vehicle allowance provided).

Personality and character suitable for working in schools.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Technical aspects of field of specialty.
- Materials, tools, and methods common to the trade.
- Applicable codes and safety regulations.
- Safety methods and practices.
- Reading and writing English communication skills.

ABILITY TO:

- Analyze, diagnose, and repair circuit boards, power supplies, and other related components of electronic equipment.
- Plan, schedule, and lead the work of assigned staff.
- Estimate labor and material requirements.
- Design sketches and layouts.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.

Maintain records and prepare reports.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Indoor and outdoor setting; working around machinery with moving parts; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule including heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to make inspections and repairs; lifting heavy objects.

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