

WINNEBAGO COUNTY JOB DESCRIPTION

BARGAINING

STEP AND GRADE:
15

DATE LAST PRINTED:
September 18, 2006

JOB TITLE: **Electronics Technician**

SUMMARY OF RESPONSIBILITIES:

Under general supervision maintains, services, repairs and calibrates electronic equipment, such as instrument motors, computer logic circuitry and electronic security systems (including cameras and monitors).

ILLUSTRATIVE EXAMPLES OF WORK:

1. Services, repairs and maintains a variety of electronic equipment using hand tools, such as wrenches, pliers and soldering irons.
2. Performs preventative and corrective maintenance on fire alarms and security equipment (including electric locks, security equipment, etc.)
3. Diagnoses problems by referring to manuals and service updates, and through the use of test equipment such as an oscilloscope, signal generator, distortion analyzer and volt-ohm-milliammeter.
4. Develops wiring diagrams, layout drawings and plans.
5. Repairs, installs and maintains all electronic security related systems, working with other maintenance staff, such as the Locksmith, Electrician, as needed.
6. Plans and directs periodic testing of systems. Documents testing results and makes recommendations for improvements.
7. Evaluates and makes recommendations for the purchase of new electronic equipment.
8. Will perform other maintenance work as needed.
9. Performs other duties as required and/or assigned.

EDUCATION

- Completion of a four-year degree in electronics, electrical engineering or a related field; or a vocational or apprentice program in electrical maintenance; or a minimum of three (3) years experience; or any equivalent combination of education and experience.

EXPERIENCE

- At least three (3) years experience maintaining and servicing electronic equipment, such as computer logic circuitry and/or electronic security systems.
- A working knowledge of electronic testing equipment operation and application in diagnostic and calibration procedures.
- Knowledge of computer hardware and software used in conjunction with electronic equipment.
- Requires electrical/mechanical aptitude.
- Requires an ability to recognize and correct electronic equipment malfunctions.

ABILITIES

- Must be able to read, interpret and work from plans, drawings and sketches.
- Must be able to use electronics diagnostic equipment, soldering tools, and other tools of the trade in a safe and effective manner.
- Must have the ability to exercise good judgment.
- Must have the ability to understand and follow oral and written directions.
- Must be able to work well with employees at different levels and able to maintain good relationships with vendors and customers.
- Requires a valid Illinois driver's license.
- Demonstrates working knowledge of occupational hazards, precautionary, and safety measures.
- Demonstrates working knowledge and skill in the use of tools, methods, and standard practices of the trade and the ability to learn and perform maintenance and repair.
- Demonstrates ability to read, interpret, and work from oral and written instructions or specification.
- Requires the ability to obtain and maintain Certified Powered Industrial Truck Certification as required by OSHA compliance 29CFR 1910.178.
- Requires basic computer skills in Microsoft Excel and Word. Learn the maintenance database and tracking software program and learn how to use a personal digital assistant (PDA) for work orders.
- Requires basic knowledge of building construction, operational systems, and general maintenance.
- Requires good verbal and written communication skills.
- Requires good interpersonal skills affording the ability to establish and maintain satisfactory working relationships with fellow employees, and the general public.

PHYSICAL REQUIREMENTS

- Must be able to lift, carry, push, and/or pull up to 75 pounds occasionally and 25 – 50 frequently.
- Must be able to sit and/or stand for extended periods of time.
- Must be able to stoop, crawl and/or kneel on occasion.
- Demonstrates ability to climb to OSHA compliance top of 12' step ladder and work for extended time and climb and use an extension ladder safely.



WINNEBAGO COUNTY

Physical Essential Functions Details

Position: Electronics Technician

Department: Building Maintenance

ANALYSIS OF ESSENTIAL FUNCTIONS

PHYSICAL DEMANDS

1. This position requires: (check all that apply)

	Not at all (0%)	Occasionally (1 – 33%)	Frequently (34 – 66%)	Continuously (67 – 100%)
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawl – various heights	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach above shoulder level	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. This position requires the following (lifting, carrying, pushing and/or pulling):

FLOOR to WAIST	Not at all (0%)	Occasionally (1 – 33%)	Frequently (34 – 66%)	Continuously (67 – 100%)
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 – 24 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 – 34 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35 – 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 – 74 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WAIST to SHOULDER	Not at all (0%)	Occasionally (1 – 33%)	Frequently (34 – 66%)	Continuously (67 – 100%)
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 – 24 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25 – 34 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
35 – 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 – 74 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SHOULDER and above	Not at all (0%)	Occasionally (1 – 33%)	Frequently (34 – 66%)	Continuously (67 – 100%)
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11 – 24 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25 – 34 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35 – 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 – 74 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above 75 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. This position requires the employee to operate foot controls with: (check if applicable)

Right	Left	Both
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. This position requires the following hand use: (check if applicable)

	Simple Grasping	Firm Grasping	Fine Manipulation
Right Hand	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Left Hand	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SENSORY/PERCEPTUAL (check all that apply)

	Not at all (0%)	Occasionally (1 – 33%)	Frequently (34 – 66%)	Continuously (67 – 100%)
Hearing – Conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing – other sounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision – far	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vision – near	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision – color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision – depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK ENVIRONMENT (check all that apply)

	Not at all (0%)	Occasionally (1 – 33%)	Frequently (34 – 66%)	Continuously (67 – 100%)
Inside work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outside work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hot/Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Humid/Dry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust, Vapor or Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electrical Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharp tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Congested work site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Traveling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work independent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work within deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interact with public	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use of PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vibrating tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Human Resource Manager: _____

Date: _____

Department Head: _____

Date: _____

Comments: Travel is typically within Winnebago County to various locations – no overnight travel is required for this position