

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Lead Electronics Technician

GENERAL DESCRIPTION

To provide and oversee general repair, maintenance, and new installation of building low voltage systems across the District. Ensures District low voltage building systems are maintained at a safe and optimal level to perform as District needs demand with minimal service disruption.

Primary Duties:

Maintains and expands the following systems to meet District needs: Building Fire Alarm System, Access Control System, PA/Intercom/Clock Systems, Security Camera System, Score boards, and Marquees.

Troubleshoots low voltage systems and repairs to restore system operation.

Assists in planning and estimating system expansion, maintenance, and repair projects.

Safely operates and works from ladders, scaffolding, platforms and personnel lifts.

Accurately and promptly documents labor hours and materials expended on assigned tasks.

Identifies and reports repair needs and safety discrepancies when observed at facilities.

Oversees and ensures the proper completion of work when performed and assisted by assigned staff and contractors.

Assists in the design of technical facilities requirements on projects and verifying the performance of work completed under purchase order contracts.

Assists in estimating and planning maintenance and construction projects.

Maintains accountability and inventory for assigned tools and equipment.

Must be able to use electronic visual displays, computers, and electronic devices to interface with, adjust, and control District low voltage systems. Must be able to make configuration adjustments to District low voltage systems. Must be knowledgeable in networked Enterprise level systems.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

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People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to mechanics, helpers, vendors, or contractors.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or and calculating ratios, rates and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving set procedures and rules and the ability to problem solve with inconsistent frequency; requires normal attention with periods of concentration for accurate results or occasional exposure to unusual pressure.

Ability to operate and troubleshoot complex systems.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property,

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exposure of the organization to legal liability, or injury or death to individuals.

Impact of decisions affects others including those in immediate work area. Requires thoughtful and focused deliberation with informed choice

Equipment Usage:

“Equipment 10/30/2014 Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles electronic devices, machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

High School Diploma or equivalent. Preference for post secondary degrees.

One year verifiable experience in low voltage building systems.

Knowledge of technology as related to specific job functions.

Knowledge of building cabling techniques.

Knowledge of installation techniques associated with low voltage systems.

Knowledge of school operations.

Ability to safely operate and work from ladders, scaffolding, platforms and personnel lifts.

Ability to read and comprehend construction drawings.

Ability to perform the essential physical job functions/responsibilities of the position. Skill in the use of tools and equipment.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Valid Florida drivers license required.

NICET or FASA certifications preferred.

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Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

One year documentable experience in the required field is required.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

Physical Requirements: Very Heavy Work

Physical Activity: Standing, Walking, Climbing, Balancing, Bending, Stooping, Kneeling, Crouching, Crawling, Twisting, Reaching, Pushing, Pulling, Lifting, Finger Dexterity, Grasping, Feeling, Repetitive Motions, Talking, Hearing Acuity, Visual Acuity

Working Conditions: Outdoors/Indoors, Cold, Heat, Noise, Vibration, Hazards, Atmospheric Conditions, Oils, Respirator

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal to above normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

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ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director of Maintenance

Supervises:

Support personnel assigned

PAY GRADE: From: M10BA1 To: M10BQ2

Non-Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 02/25/2020