

# ELECTRONIC EQUIPMENT TECHNICIAN

(Board of Cooperative Educational Services)

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for the installation, maintenance and testing of a wide variety of electronic equipment. The employee in this class is assigned to a repair shop and may be called upon to make on-site repair visits to various component school districts. The work is performed under general supervision. An Electronic Equipment Technician does related work as required.

## TYPICAL WORK ACTIVITIES:

- Installs, maintains, inspects, and adjusts various computer, equipment;
- Installs, maintains, inspects, and adjusts various electronic tablets;
- Installs, maintains, inspects, and adjusts various audio-visual equipment;
- Installs, maintains, inspects, and adjusts various smart boards;
- Installs and test public address systems, intercom units and master antenna systems.
- Performs repairs to electronic equipment as necessary;
- Wires infrastructure as necessary;
- May install electronic security systems;
- May make cost estimates and recommendations as to feasibility of repairing and/or replacing electronic equipment;
- Develops preventative maintenance schedules and performs maintenance and adjustments on various electronic equipment;
- Assists in the installation and set-up of video, computer, data processing, television, and other electronic equipment needed by the staff and teaching personnel;
- May repair or replace tubes, transistors, circuits or mechanical components as needed;
- May assist in the instruction and proper use of various electronic equipment;
- Takes inventory and orders parts as necessary.

## FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of electronic technology as applied to trouble shooting procedures and preventative maintenance; thorough knowledge of installation, operation, maintenance, and repair of a variety of electronic equipment thorough knowledge of electronic circuitry including transistorized and integrated circuits; working knowledge of the operation of electronic testing equipment; ability to isolate electronic malfunctions quickly and accurately; ability to interpret schematic drawings; ability to follow written and oral instructions; ability to prepare reports and keep records; mechanical ability; dependability; sound technical judgement; willingness to attend classes for training in the repair and maintenance of emerging technology; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A.) Possession of at least an associate degree in electronic technology or closely related field and one year of experience in large scale maintenance of electronic equipment;

OR

B.) Graduation from high school or possession of a high school equivalency diploma and three years of experience in large scale maintenance of electronic equipment.

*SPECIAL REQUIREMENT FOR APPOINTMENT:* In agencies where required, candidates must possess and maintain an appropriate class driver's license.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

*SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:*

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 5/3/89  
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