

## ASSOCIATE IT ELECTRONICS COMMUNICATIONS TECHNICIAN

### DEFINITION

Performs a variety of technical electronic communication and telecommunication equipment and systems support of gradually increasing scope and complexity with increasing requirements of initiative and independence of action.

### TYPICAL DUTIES

Assists higher-level electronics communications technicians to diagnose and maintain electronic systems by performing the following tasks:

Replaces, assembles, installs, repairs, modifies, and/or maintains the functionality of a variety of systems including VoIP, traditional voice, and voicemail systems; digital and analog electronics communications and telecommunications systems; PBX; public address systems; community antenna television systems; CCTV, voice, video, and data systems; audio and LAN based radio receivers and transmitters; intrusion alarm systems, electronic test equipment, and associated components, and other low-voltage systems.

Assists in troubleshooting installation, repair, and maintenance of voice and data circuits to ensure cabling for electronics systems and infrastructure.

Assists in investigating and resolving reported electronic system issues.

Maintains records of work activities on electronics systems

Supports school administrators and office staff in the use and function of the electronics systems at District sites.

May assist in the preparation of written reports as needed.

Performs related duties as assigned

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate IT Electronics Communications Technician receives on the job training and applies basic knowledge and skills to assist electronics communications staff with various tasks related to electronics communication and telecommunication equipment and systems.

An IT Electronics Communications Technician replaces, assembles, installs, repairs, and/or maintains a wide variety of digital and analog electronics communication and telecommunication equipment and systems.

A Senior IT Electronics Communications Technician provides work direction regarding day-to-day activities of technicians and contractors and prepares plans and specifications for new installations and alterations.

## SUPERVISION

Immediate supervision is received from an IT Electronics Communications Supervisor. Immediate work direction may be received on assigned tasks from an IT Electronics Communications Technician or a Senior IT Electronics Communications Technician. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Basic communications systems or other related systems.
- Basic construction, repair, and maintenance of electronic systems.
- Basic electronic theory, including voice, video, and data systems
- Troubleshooting techniques applied to digital and analog systems

### Ability to:

- Acquire technical knowledge from written materials and personal contacts
- Operate computers, including proficiency in using Microsoft Word, Excel, and Access
- Safety and effectively use small power and common hand tools
- Recognize conditions that are safety hazards or require the attention of skilled craft personnel
- Recognize, analyze, and deal effectively with problems and issues
- Follow oral and written instructions
- Effectively communicate orally and in writing
- Work effectively with others
- Work well under pressure

### Special Physical Requirement:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, and pull tools and materials safely
- Safely lift and carry tools and materials weighing up to 60 pounds
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Normal color vision to distinguish color keys, conductor color codes, and video images
- Normal hearing to diagnose, adjust, and repair sound reproduction equipment
- Normal visual acuity to adjust television and camera systems
- Normal sense of smell to detect burning equipment or electronic systems

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a high school or evidence of equivalent educational proficiency.

### Experience:

Six months of experience in the installation, repair, and/or maintenance of electronic, low - voltage, or telecommunications related systems. Experience involving maintenance and/or repair of communication systems or other related systems is preferable.

The following may substitute for the required experience: Completion of one post-high school

IT education course in information technology, electronics, telecommunications, low voltage systems, or equivalent.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTE

1. Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, but not limited to, asbestos and lead.
2. Employees in this class may be required to work nights and weekends in emergencies.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
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LKD/CC