

TITLE: <u>Senior Electronics Technician</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA524</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>11</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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**POSITION PURPOSE**

Troubleshoot, repair and modify complex electrical and electronic equipment for the University, School or College. Utilize specialized knowledge of electrical circuits and equipment to perform repair and maintenance services.

**ESSENTIAL JOB FUNCTIONS**

- Repair and maintain a variety of complex electronic equipment used for research, student instruction and security purposes. Troubleshoot equipment; work with users to determine problem; procure supplies and parts need for repairs, calibrate equipment to factory or user specification.
- Modify electronic equipment to keep current with technology improvements. Integrate electronic equipment to accommodate user needs; design circuit boards for use in research; install circuitry. Work with clients requesting equipment modification to determine needs and uses of equipment. Modify and maintain custom designed equipment.
- Advise users on equipment and installation needs, costs and specification. Prepare cost estimates for equipment and installation; recommend equipment to accommodate needs; design electronic equipment and circuitry to user specifications; diagnose equipment problems. Instruct users on use of equipment and/or modifications.
- Maintain records of department service and/or installation activity. Prepare estimates of equipment costs, proposals for installations and modifications needed. Report suggestions for equipment and circuitry upgrades and new equipment requested. Ensure parts are available for repairs.
- Instruct others on use of equipment, policies and procedures. Distribute work to temporary staff. Advise users on electronic equipment operation.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification level utilizes specialized knowledge and mastery of complex electronic equipment in order to provide repair, maintenance and modification services. Position duties necessitate experience repairing and modifying equipment. Incumbents have latitude in determining which among many procedures and techniques should be followed along with sequence to be followed. Differing solutions require the incumbent to search for solutions or new applications within an area of learned skills. Incumbents must exercise keen attention to detail and the ability to communicate effectively with others. This position can be found throughout the University and reports to and receives work direction from a professional or management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or an equivalent combination of education and/or experience.
- Associate's degree in electronic or equivalent.
- Extensive experience in electronic equipment modification, diagnostics and repair.
- Ability to use electronic repair and calibration equipment.
- Extensive knowledge of a variety of complex circuitry and electronic equipment.
- Ability to communicate effectively with others.
- Typically, incumbents have held lower level Electronics Technician positions.