

ELECTRONICS TECHNICIAN LEADER

DESCRIPTION: Under limited supervision, leads an assigned staff of electronics technicians, on a continuous basis, in installing, maintaining, modifying and repairing electronic equipment. Incumbents also perform skilled electronics technician work and perform related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Receives or initiates work assignments; schedules, assigns, coordinates, and guides the work assignments of other electronics technicians in accordance with established work flow/assignment requirements, to assist supervisory staff in the timely accomplishment of the assigned workload.

Reviews and reports on the work performance of co-workers to determine the overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains electronics technicians, as directed, in specific task and job practices and procedures of the electronics technician trade to improve and maintain the performance levels of these employees.

Schedules and performs preventative maintenance for electronic equipment to ensure that necessary inspection, adjustment, and replacement of parts is made prior to malfunctions or safety hazards occurring.

Estimates time, cost, and materials needed to install, replace, repair, or modify electronic equipment to provide others with information necessary to determine whether or not work should be done.

Records time spent, materials used, supplies and equipment purchased, and other necessary information to accurately determine the cost of work performed.

Confers with supervisory personnel and agency staff to discuss the assigned electronic installation or modification work to determine the most appropriate locations of equipment.

Orders supplies, materials, and equipment to maintain adequate stock levels of commonly used items and to obtain unusual or special purpose items for specific jobs to be performed.

Installs and maintains highly technical electronic equipment such as electronic scales, traffic signals, computers, microprocessors, radio base stations, towers, telephone systems, microwave communication systems, speed measuring equipment, surveillance sensor equipment, and television transmitting systems.

Analyzes and diagnoses problems on electronic equipment through the use of schematic drawings and equipment prints and accomplishes necessary repairs.

Tests new equipment and modifies to fit specialized user needs.

Designs and builds circuits and specialized equipment.

M08803 - ELECTRONICS TECHNICIAN LEADER (continued)

Tests, repairs, and calibrates test equipment and specialized vehicle equipment.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: advanced methods, practices, tools, and equipment used in the installation, maintenance, and repair of electronic equipment; the quality and adaptability of various materials used to complete assigned tasks; the occupational hazards and safety precautions of the electronics repair trade; agency policies and procedures.

Ability to: schedule, assign, guide, and evaluate the work of other electronics technicians; perform skilled work in the electronics repair trade; determine the materials and equipment necessary to install, repair, and maintain electronic equipment; determine appropriate work procedures.

Skill in: coordinating the work of others in maintaining an efficient workflow.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: tools, materials, and methods of electronic repair work; principles and theory of electricity; component parts of electronic devices.

Ability to: construct and modify equipment for initial installation and specialized functions; use test equipment to locate and repair equipment defects; interpret and work from technical sketches and blueprints; establish work priorities.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or work experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is training and experience in skilled electronics technician work.