

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE LOW VOLTAGE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Area Supervisor-Maintenance, perform journey-level technical work in the repair and maintenance of a variety of District electronic equipment, including data, phone, camera, card access, intercom, bell, and clock systems.

ESSENTIAL FUNCTIONS:

Perform specialized technical work in the repair, adjustment, replacement, modification and routine maintenance to clock, intercom, card access, data, phone, camera, and bell systems and other electronics equipment; perform preventive maintenance as assigned.

Provide technical support to remodels, additions and deferred maintenance projects; test and install electronic systems in offices, classrooms and portables; assure compliance to State, County and District laws, rules and regulations.

Estimate cost and time for major upgrades, repairs and installation of equipment and systems; provide testing of sample equipment proposed for purchase; make recommendations related to the purchase of new systems.

Interpret and work from blueprints, sketches, plans and specifications; conduct plan review for new and remodel projects.

Provide technical assistance to District personnel, staff and others in the use of equipment and systems; inspect and test equipment to determine source and feasibility of repair.

Operate and maintain a variety of specialized tools and test equipment related to electronic repair work; drive a vehicle to conduct work.

Maintain related records as required.

Respond to 24-hour emergency calls as assigned.

Review and comment on building plans and specifications for modernization and new building projects.

Assist other maintenance staff with projects as assigned including alarm systems.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Electronic and electrical theory, principles and practices.
Methods, tools and procedures used in the operation, repair and maintenance of electronic equipment.
Methods and procedures for storing equipment, materials and supplies.
Safety practices and precautions.
Proper lifting techniques.
Basic record-keeping techniques.
Hazmat and safety rules and regulations.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Repair, maintain and troubleshoot a variety of electronic equipment, camera, card access, data, and low voltage systems.
Order parts and supplies and maintain inventory.
Maintain records and files.
Schedule and perform work to meet established time lines.
Work independently with minimal supervision.
Establish and maintain effective and cooperative working relationships with others.
Operate a computer and applicable software.
Work from blueprints, sketches or other drawings.
Observe legal and defensive driving practices.
Maintain current knowledge of technological advances in the field.
Maintain work pace appropriate to given workload.
Use a breathing respirator as needed.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a variety of electronic testing equipment and measuring devices.
Successfully pass the employee entrance evaluation (strength test)
Reach overhead, above the shoulders and horizontally.
Bend at the waist, kneel or crouch.
See to distinguish colors and read blueprints.
Use proper lifting methods.
Climb ladders and work from heights.
Effectively operate a computer keyboard.
Effectively communicate in order to exchange and understand information.
Read and analyze a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by college-level course work in electronics and electronic equipment repair and five years experience in the repair and maintenance of camera, data, intercom, and low voltage systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Incumbents must obtain certification to wear a respirator within probationary period.
Employee Entrance Evaluation (strength test)

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.
Emergency call-out.

HAZARDS:
Exposure to electrical power supply.

BOARD APPROVED: September 17, 2019