

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** ELECTRONICS TECHNICIAN

**TITLE #:** 1263

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical-mechanical work of a specialized nature involving a responsibility for the maintenance and repair of a variety of electronic and mechanical equipment including, but not limited to, televisions, video, audio and duplicating equipment. The work is carried out according to established procedures and involves preventive and routine maintenance, mechanical and electrical repairs and electronic diagnosis and repair. Work is performed under the general supervision of administrative personnel with considerable leeway allowed for the exercise of independent judgement. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Performs cleaning and preventive maintenance on audio, visual, duplicating equipment and other mechanical and electronic equipment;

Tests faulty equipment and applies knowledge of functional operation of electronic units and systems to diagnose cause of malfunction;

Repairs electronic and mechanical equipment according to manufacturers guidelines and schematics and using handtools and test instruments;

Troubleshoots audio and video electronic equipment to the component level;

Orders parts required for maintenance and repair of equipment;

Maintains records of inventory of equipment, parts and tools;

Maintains repair and maintenance logs;

Maintains work records and makes reports as required;

May transport and set up equipment.

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**CLASS TITLE:** ELECTRONICS TECHNICIAN (continued)

**TITLE #:** 1263

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of digital and analog electronic theory and of the operation and maintenance of television, video, camcorder and audio systems; the ability to interpret and utilize schematic diagrams; good knowledge of the use of standard test equipment such as oscilloscopes and digital voltmeters; good knowledge of standard office procedures such as inventory control, preparation of work logs, maintenance of files, etc.; ability to maintain electronic and mechanical equipment and make repairs when necessary; ability to communicate effectively; mechanical aptitude; reliability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a regionally accredited or New York State registered college with an Associate Degree in Electrical Engineering Technology, Electromechanical Technology, Electrical Technology or Electronics and (1) one year of experience in the repair and maintenance of electronic and mechanical equipment; OR
- B) College study which includes at least 20 credit hours in electronics and two (2) years of experience in the repair and maintenance of electronic and mechanical equipment; OR
- C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the repair and maintenance of electronic and mechanical equipment.

ADOPTED 5/22/84

REVISED: 8/2/91

REVISED: 11/14/96