

CLASSIFICATION: ELECTRONIC TECHNICIAN III

Class Code: 4034-23

Date Established: 5-16-14

Occupational Code: 9-5-4

Date of Last Revision:

BASIC PURPOSE: To supervise the installation, programming, maintenance and modification of electronic communication, detection, signaling and security systems impacting agency-wide and / or state-wide operations, and to provide systems analysis, design, and programming functions in consultation with agency administration.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises the detection of electrical and/or electronic deficiencies on an agency-wide and/or state-wide basis, and takes appropriate action to effect repairs or services, reporting issues and resolutions back to direct supervisor and agency administration.
- Supervises Electronic Technician I's, II's or other employees upon assignment, and maintains regular communication with similar staff across the agency regarding electronic equipment and security functions and issues. Provides advisory supervision over agencies having access to monitoring and digital recording equipment.
- Supervises and designs the installation and maintenance procedures of electronic security systems.
- Performs field inspections, testing and maintenance work to ensure that all electronic security systems supporting the agency are in proper working order.
- Serves as project manager for federal and state funded projects.
- Provides evaluations and documentation of technical information pertaining to the programming and design of electronic systems.
- Performs installation, maintenance and repair of electronic equipment, and designs, programs and manages specialized local area network(s) for interaction of electronic security equipment throughout the agency or facility.
- Provides documentation of technical information pertaining to programming for facility electronic system(s).
- Designs, programs, and maintains interfaces for automated operation of facilities as applicable, and installs, tests using specialized equipment, and repairs fiber optic devices and cables for video and data transmissions.
- Performs the installation, management and repair of electronic equipment for an Internet Protocol (IP) based dedicated network.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Associate's degree in electricity, electronics, or a related field, or completion of a two year college or technical institute course or equivalent education with major study in the field of electronics or industrial/commercial electricity.

Experience: Six years of experience in the field of electronics, electronic security systems, electricity, radio, wire communications, electrical construction, or similar activity, sufficient to provide a broad knowledge of electronic and electrical equipment; including three years in a supervisory or administrative capacity. Completion of two years as an apprentice under a Master electrician may be substituted for up to two years of the required work experience.

License/Certification: Electrician's license at the discretion of the recruiting agency. Position must be under the oversight and supervision of Master Electrician if this option is selected. Valid driver's license if necessary for performance of job duties.

RECOMMENDED WORK TRAITS: Extensive knowledge of theoretical and practical application of design, functioning, operation and capabilities of a wide variety of electronic equipment including related test equipment. Demonstrated skill in the utilization of small tools required in maintenance and repair of delicate electronic equipment and in the use of computers to program and update computer controlled systems. Ability to analyze, design and program electronic systems appropriate to the agency's needs. Ability to supervise and evaluate the work of others. Ability to manage electronic systems, operations and staff agency-wide. Ability to recognize potential problem areas and to take appropriate action. Ability to communicate effectively. Ability to deal with authorities of federal and state agencies. Ability to establish and maintain effective working relationships with other employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.