

CLASSIFICATION: ELECTRONICS TECHNICIAN, RADIOLOGICAL INSTRUMENTATION II

Class Code: 4036-20

Date Established: 07-01-65

Occupational Code: 9-5-4

Date of Last Revision: 10-01-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To plan, schedule, and review work assignments in the inspection, testing, calibration, repair and maintenance of a variety of radiological instruments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Plans, schedules and reviews work assignments in the inspection, testing, calibration, repair and maintenance of a variety of radiological instruments and the hazards of ionizing radiation.
- Trains personnel from local and state emergency management organizations or other state agencies in the proper maintenance of radiological instruments and equipment.
- Maintains records of receipt, inspection, testing, repairs, and maintenance of radiological instruments.
- Coordinates the exchange of radiological instruments statewide and for those communities located within an Emergency Planning Zone for nuclear power plants.
- Monitors and maintains adequate equipment inventory levels, and supervises staff engaged in ordering parts and supplies.
- Participates in exercises designed to develop expertise in radiological emergency responses.
- Inspects, calibrates, tests, repairs, and maintains radiological instruments as needed.
- Performs semi-annual wipe tests of all calibration sources and radiological training source sets to test for leakage of sources.
- Attends meetings, conferences, and seminars relevant to local, state and federal radiological response planning.

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 contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

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. 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 a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Completion of high school or G.E.D. equivalent and successful completion of a standard electrician apprenticeship (8000 hours). Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of experience as an electronic instrument repairman, electronic instrument technician or equivalent, including one year in an administrative or supervisory capacity. Each additional year of approved work experience may be substituted for one year of required formal education.

OR

Education: Associate's degree from a recognized college or technical institute with a major study in electronic or computer engineering, or related field.

Experience: Five years of experience as an electronic instrument repairman, electronic instrument technician or equivalent, including one year in an administrative or supervisory capacity. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid driver's license. Must obtain Certification of Trusted Individual Status pertaining to state and federal regulations within one year of appointment as a condition of continuing employment.

SPECIAL REQUIREMENTS:

1. Must pass Federal Bureau of Investigation, Nuclear Regulatory Commission, and New Hampshire State Police background check including credit history.
2. Must possess, demonstrate and maintain trusted individual characteristics with respect to both job requirements and personal behaviors as required by the Nuclear Regulatory Commission.
3. Must have successfully completed or will complete courses offered by FEMA Emergency Management Institute, as listed on the supplemental job description, within the first year of employment.
4. May be required to be available by phone and may be called upon to report to work at any time in response to an emergency.
5. Must have good understanding and knowledge of computer operation and ability to use Microsoft Office applications, including database management systems.

RECOMMENDED WORK TRAITS: Thorough knowledge of the types and operational characteristics of radiation detection instruments and calibration equipment. Thorough knowledge of the principles of electronic circuits, radio, transmitting and receiving equipment and recording systems. Extensive knowledge of basic mathematics and physical sciences. Considerable knowledge of the theory, principles, practices and techniques of emergency management organizations and operations. Some knowledge of emergency management plans and policies of federal, state and local governments. Skill in the use of small hand tools including those commonly used by journeymen mechanics and electricians. Ability to read and interpret complex schematics and circuit diagrams. Ability to use a variety of electronic test equipment used in the inspection, test, repair and maintenance of radiological instruments and equipment. Ability to develop operating procedures and to plan, schedule and review the work of others. Ability to maintain production records and to submit recommendations for equipment replacement and salvage. Ability to establish and maintain effective working relationships with co-workers and the public. 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.