

## ELECTRONICS TECHNICIAN

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs intermediate technical work networking computer hardware and software and providing assistance to users of computer equipment; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Installing, programing and maintain a variety of electronic systems in County and School buildings/facilities.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Installs, programs, and maintains a variety of electronic systems, such as public announcement systems, 911 communications equipment, fire/burglar alarm systems, television/security systems, door access systems, lightning protection systems, clocks, bells, or other equipment/systems.
- Performs moves, additions, and changes to systems/components.
- Assists in determining the appropriate installation/repair strategy for each project.
- Responds to work orders, requests for service, and calls for failed systems or system malfunctions; visits work sites and interprets user complaints/requests; troubleshoots problems, identifies problem areas, and performs necessary repair work; tests equipment to ensure proper operations; advises supervisor of operational problems; contacts service/support representatives as needed and provides information concerning operational and/or mechanical problems.
- Performs technical and manual tasks associated with installation/maintenance projects, such as installing/running wire for system installations, installing conduit and wire molding, installing electrical components, constructing system backboards, testing CAT computer cables, testing electrical compliance of circuits, wiring RJ and CAT jacks, terminating cable on blocks, troubleshooting WAN connections, or replacing parts.
- Operates a variety of equipment associated with installation/maintenance of electronic systems and related work activities, which may include a service truck, lift, ladder, electronic tools, cable rods, diagnostic instruments, or hand tools; performs general/preventive maintenance tasks necessary to keep equipment and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, terminal emulation, or other computer programs.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the operation, uses and capabilities of data processing equipment; general knowledge of systems analysis, programming and networking; general knowledge of the functions and operations of County departments; general knowledge of general office procedures, practices and equipment; ability to understand and carry out written and oral instructions; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Requires combination of education and experience equivalent to an Associate's degree in computer science or related field; **and** 2 years network experience in a complex information systems environment.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____

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