

City of Dallas
Classification Specification

Title:	Electronic Technician	Class Code:	58516
Application:	Career Series	Pay Grade:	F
Supplemental/Code:	Technical/3	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose:

Performs journey level electronic technician work involving installation, operation, repair and maintenance of a wide variety of electronic equipment related to communications, traffic signal control, flood control, water pumping stations or related electronic/electrical equipment to ensure efficient operation.

Essential Functions:

1. Evaluates performance and reliability of electronic equipment by applying electronic theory, principles of electronic circuitry, testing procedures, and related knowledge to install, build, test, troubleshoot, repair and modify equipment.
2. Repairs and replaces defective electronic equipment such as communication equipment, traffic signal lights and signs, sound/lighting equipment, and telecommunication equipment or related components to eliminate malfunctions.
3. Tests electronic components, circuits, and faulty equipment and apply knowledge of functional operation of electronic units and systems to diagnose cause of malfunction.
4. Prepares operating documentation to ensure an accurate record is maintained.
5. Drives vehicles (i.e., trucks, bucket trucks); loads tools and material onto vehicle to ensure material is available to install or repair equipment.
6. Orders equipment and/or ensures supplies (tools, material, etc.) are available to successfully complete assignments.
7. Replaces electronic components in motors and water pumps at pumping stations.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of Federal Communications Commission rules and regulations controlling operations and checking of base station and mobile two-way radio equipment.

Thorough knowledge of the operation and function of a variety of traffic signal controllers and related equipment.

Thorough knowledge of sound and lighting equipment operations.

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Thorough knowledge of sound and lighting equipment operations.

Thorough knowledge of electronic theory and practice involved in the installation, testing, diagnosis, and repair of complex electronic circuitry.

Ability to identify and differentiate among color coded electronic components.

Ability to use a variety of standard electronic and electrical testing instruments and tools.

Ability to read and comprehend wiring diagrams and schematic drawings related to electronic equipment.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Works in shop and field; may work evening or night shift, weekends, and holidays when providing 24-hour on call service.

Requires occasional bending, stooping and heavy lifting when in field.

Occasionally subject to inclement weather and possible injury from electrical shock, chemicals, loud noise, etc.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.