

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Electronic Technician Assistant</b>	<b>Class Code:</b>	<b>58515</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>D</b>
<b>Supplemental/Code:</b>	<b>Technical/3</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Assists journey electronic technicians in the installation, operation, repair, and maintenance of a wide variety of electronic, communications, computer, traffic signal control or related electrical equipment to ensure functional operation.

**Essential Functions:**

1. Assists field technicians in the repair and replacement of defective electronic equipment such as computers, communication equipment, traffic signal lights and signs, sound/lighting equipment, and telecommunication equipment to eliminate and enhance electronic skills.
2. Loads and inspects tools, equipment, and material on truck to ensure availability of supplies.
3. Prepares time, reports and other paperwork for shop use.
4. Drives vehicles (i.e., trucks, bucket trucks) to facilitate installation or repair of equipment.
5. Keeps light signals globed to ensure city streets are well lighted.
6. Works independently while replacing bulb heads or signs in traffic signals.
7. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Ability in basic knowledge of principles of electronics and electricity, mechanical aptitude, and manual dexterity required to learn details of variety of skilled electronic and related electrical work.

Ability to identify and differentiate among color coded electronic components.

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.

Requires considerable standing, walking, stooping, lifting, and climbing; occasionally required to work in inclement weather during emergencies.

Exposed to possible serious injury from traffic hazards and electrical shock.

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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.

