

City of Dallas
Classification Specification

Title:	Senior Electronic Technician	Class Code:	58517
Application:	Career Series	Pay Grade:	G
Supplemental/Code:	Technical/3	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose:

Leads, coordinates and assists lower level electronic technicians in preventive and repair maintenance, installation and modification of electronic equipment to ensure systems are maintained and repaired in a timely, cost effective manner.

Essential Functions:

1. Leads, trains and reviews assignments of lower level electronic technicians on troubleshooting techniques, operating and repairing new equipment and major installation projects to ensure that electronic work is done correctly.
2. Meets with customers to identify nature of equipment problem and/or coordinates and schedules customer service requests for installation, repair, replacement and removing electronic equipment to provide services in a timely manner.
3. Diagnoses, repairs and maintains electronic equipment to ensure equipment is in working condition.
4. Prepares various reports (e.g., work status, error status, vendor response, billing) for review by management.
5. Schedules various equipment for preventive maintenance to increase the efficiency of equipment operation and reduce down time.
6. Orders equipment and/or ensures supplies (tools, material, etc.) are available to successfully complete assignments.
7. Contacts vendors to obtain documentation, technical data or other information when it is not available.
8. Designs and assists in the construction/fabrication of consoles for modification of automobile communication equipment.
9. Programs electronic chips and produces diagrams to change equipment processes for use in process connections and controls.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

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

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 train, coordinate and review the work of others.

Ability to identify and differentiate among color coded electronic components.

Ability to communicate effectively, both orally and in writing.

Ability to install, test, diagnose and repair mixing boards, microphones, intercoms, spotlights, rigging equipment and various recorders.

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.

Must have Federal Communications Commission (FCC) license.

Working Conditions and Hazards:

Works in shop and in field.

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

Exposed to 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.