



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Electronics Technician	Job Code:	801643	Job Grade:	10
Reports To:	Assistant Facility Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Facilities Management	Loc. Code:	3011074	SIC Code:	1731
				WC Code:	8810
Division:		CS Code:	C	EEO Code:	G15

Summary of Functions: Assists in the installation, maintenance and repair of electronic equipment. Works under limited supervision.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Assists in the installation, maintenance and repair of electronic equipment, fire alarm/security systems and controls, public address systems, automatic clock systems, burglar alarms, A/V equipment, surveillance cameras and computerized building automation systems.	20	E
2. Repairs or replaces malfunctioning circuit boards or components such as diode capacitors, resistors, transistors, relays and amplifiers.	15	E
3. Performs inspections for malfunctions and troubleshoots and repairs systems.	10	E
4. Procures needed materials and services using County approved purchasing policy.	10	E
5. Services various other equipment, such as commercial air conditioning/heating systems and freezer units: calibrates, repairs and maintains controls.	10	E
6. Utilizes a computerized maintenance management system to manage work orders, buildings and track individual pieces of equipment.	10	E
7. Routinely engage in small to medium renovation construction projects.	10	N
8. Reads and analyzes schematics, circuitry diagrams and installation/maintenance technical manuals.	05	N
9. Trains and instructs other staff in preventive and corrective maintenance procedures.	05	N
10. Performs other duties as assigned including participation in LEAN/Process	05	N

improvement projects and ongoing development of Strategic Plan goals and attendance at meetings.

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED program. Two (2) years of work related experience (per Facilities hiring/promotion matrix).

Special Note: One (1) year of work related experience can substitute for one (1) year of formal training or any combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must pass a security clearance check.

- *This position is required to work on a rotating on-call schedule. In case of emergencies, the employee may be required to work after normal scheduled working hours and weekends/holidays. Mandatory overtime may be required.*

Physical/Environmental Requirements:

Requires the ability to climb ladders and lift weights in excess of 50 lbs. assisted. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions, surroundings and weather conditions. May be subject to changes in shift schedules and work locations.

Hay Points/Point Factor:

COL1=125, E1=10, VM2B=15, PD2C=25, WH1C=20, WE2C=20, IC1C=25, DL3=20, PS2=15, RE1B=10, SF1A=5, TTL: 290

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date October 2003; 8/2015; 1/17/2019

Approved by Civil Service Commission on

Date November 17, 2003, 8/11/2015; 12/18/2017; 1/30/2019

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements

will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.