



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Lead Electronic Technician	<b>Job Code:</b>	801660	<b>Job Grade:</b>	BM
<b>Reports To:</b>	Assistant Facility Supervisor	<b>Pos. No:</b>	1045	<b>FLSA Code:</b>	N
<b>Department:</b>	Facilities Management	<b>Loc. Code:</b>	3011074	<b>SIC Code:</b>	1751
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code:</b>	C	<b>EEO Code:</b>	G15

**Summary of Functions:** Acts as a lead to electronic technicians and other personnel providing training, technical expertise and assistance in performing installations, maintenance and repair of electronic equipment including audio and video (A/V) equipment and systems. Assumes duties as supervisor as needed.

**Management Scope:** N/A

<b>Duties and Responsibilities: Must be demonstrated within first six (6) months.</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
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| 1. Installs, maintains, tests and repairs electronic equipment, such as telephone, fire/security systems, public address systems, automatic clock systems and surveillance cameras including audio/video components and systems following specifications, schematics, codes and safety protocols. Trouble-shoot and solves system problems, maintains tools and equipment, communicates with clients and others to provide the best a/v solutions for clients. | 30 | E |
| 2. Reads and analyzes schematics, circuit diagrams, installation and technical maintenance manuals and interprets for others.  | 20 | E |
| 3. Ensures operational status of electronic systems in County jails by calibrating, repairing and maintaining automated system controls.   | 10 | E |
| 4. Utilize a computerized maintenance management system to manage work orders, buildings and track individual pieces of equipment.   | 10 | E |
| 5. Trains, instructs and assists technicians and other personnel in preventative and corrective maintenance procedures.  | 10 | E |
| 6. Prioritizes and assigns work and oversees technicians in completing tasks to provide solutions on time and within budget.   | 10 | E |
| 7. Ensures adequate supplies and equipment are ordered and maintained.   | 05 | N |
| 8. Performs other duties as assigned including participate in LEAN/Process improvement and ongoing development of Strategic Plan goals and attendance at meetings.   | 05 | N |

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Four (4) years of work related experience (per Facilities hiring/promotion matrix).

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

Juvenile Department: *“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”*

Special Requirements/Knowledge, Skills & Abilities:

This position requires successful completion of an extensive background investigation and security clearance check. Must have 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. Knowledge of A/V controls/system is required. Must pass a security 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:

KH: EI1 175 pts, PS: D2 (25%) 43 pts, AC: C1C 43 pts, TTL: 261 pts, KH/PS/AC: 66-17-17, Profile: L

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date October 2003; 6/2014;  
10/2014; 8/2015;  
1/2019

Approved by Civil Service Commission on

Date November 17, 2003;  
10/28/2014; 8/15/2015;  
12/18/2017; 1/2019

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.

