


THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE:	Electronic Technician - Computers
CONTRACT YEAR:	Twelve Months (<i>This job may be assigned to any shift.</i>)
BARGAINING UNIT:	FOPE
PAY SCHEDULE:	Maintenance and Operations Hourly Schedule

*Defining the specific job
performance responsibilities
of an assignment in the
Electronic Technician -
Journey person classification*

PREFERRED QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program

EXPERIENCE: Satisfactory completion of the Broward County School District's Computer Electronic Technician Apprenticeship Program

ADDITIONAL QUALIFICATIONS

Possess the ability to effect repairs from drawings or sketches; estimate material supplies and labor costs. Must have the ability to use all power and hand tools associated with the trade and perform all tasks with little or no supervision. Must have thorough knowledge of electronics and related equipment and be able to determine the proper materials for each job. Ability to work effectively from ladders with due regard to safety for self and others. Must be able to follow written and oral instructions. Able to work well with others. Must provide own hand tools. Must have ability to assume responsibility and effect repairs/complete tasks without assistance. Willing to

answer emergency calls at all hours, including off hours. Must have a valid Florida driver license. ~~This position will include pre-employment drug and alcohol testing.~~

Bilingual skills are preferred. Computer skills as required for the position.

OR

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

EXPERIENCE: Six (6) years of recent professionally paid experience in electronic repair of computers and related equipment.

ADDITIONAL QUALIFICATIONS

Possess the ability to effect repairs from drawings or sketches; estimate material supplies and labor costs. Must have the ability to use all power and hand tools associated with the trade and perform all tasks with little or no supervision. Must have thorough knowledge of electronics and related equipment and be able to determine the proper materials for each job. Ability to work effectively from ladders with due regard to safety for self and others. Must be able to follow written and oral instructions. Able to work well with others. Must provide own hand tools. Must have ability to assume responsibility and effect repairs/complete tasks without assistance. Willing to answer emergency calls at all hours, including off hours. Must have a valid Florida driver license. ~~This position will include pre-employment drug and alcohol testing.~~

~~Bilingual skills preferred.~~ Computer skills as required for the position.

REPORTS TO: Supervisor, Manager, Director or designee

POSITION GOAL: To repair and maintain in operable condition computers and related electronic equipment used in the Broward County Public Schools. ~~District.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Electronic Technician - Computers shall: carry out the essential performance responsibilities listed below.

1. Rreview work orders, job tags, verbal complaints and other sources of information to determine nature of malfunctions and procedural requirements.
2. Requisition and/or special order parts and supplies needed to effect repairs.
3. Aalyze and diagnose malfunctions in computers and related equipment such as IBM PCs, PC/XT's, DisplayWriters, Apple LaserWriters, Apple II GSs, MacIntosh IIs, printers, etc., using diagnostic programs, multimeters, signal generators, oscilloscopes and other diagnostic tools; replace defective parts; make adjustments and repairs, as necessary, with soldering irons and hand tools; reassemble, clean and test equipment.
4. Prepare and maintain records on equipment serviced.
5. Advise users of equipment about proper operation and provide suggestions to enhance results.
6. Be Responsible for the work of apprentices and laborers as assigned.
7. Inforn supervisor of needed supplies.
8. Participate, successfully, in the training programs offered to increase the individual's skills and proficiency related to the assignments.
9. Operate School Board owned vehicle in a safe manner and assume responsibility for all supplies and equipment on the vehicle.
10. Complete all projects in a competent professional workmanlike manner and ensure proper recording of time and materials.
11. Perform all duties which require extensive physical effort such as climbing, lifting of over 25 up to 60 pounds, pulling, etc.
12. Rreview current developments, literature and technical sources of information related to job responsibility.
13. Ensure adherence to good safety rules and procedures.
14. Perform other duties as assigned by the Supervisor, Manager, Director or designee.
15. Follow federal and state laws, as well as School Board policies.

PHYSICAL REQUIREMENTS:

Medium to Heavy work: Exerting up to 60 pounds of force occasionally, and/or up to 25 pounds of force as frequently needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Revised: 4/20/93 &

Adopted: 5/4/93

Board Adopted: 12/16/03

Revised: 12/21/06

Revised: 9/19/14