

MAINTENANCE ELECTRONIC/ALARM TECHNICIAN

Series Specification

Maintenance Electronic/Alarm Technician Lead Maintenance Electronic/Alarm Technician

DEFINITION

Under the supervision of assigned supervisor/manager, this series specification describes two classes used to install, modify, maintain, repair and overhaul all alarms and control systems installed at District facilities including, but not limited to: electrical and electronic control systems such as intrusion alarm systems, fire alarm systems, and other low voltage systems installed within the District.

LEVEL DESCRIPTIONS

Maintenance Electronic/Alarm Technician: The journey-level class of the series. Incumbents, under oversight of the Lead Electronic/Alarm Technician, perform skilled, technical electronic monitoring, control, and alarm installation, maintenance and repair throughout the District.

Lead Maintenance Electronic/Alarm Technician: The lead level class of the series. In addition to the duties of the Maintenance Electronic/Alarm Technician, the Lead Maintenance Electronic/Alarm Technician assigns and reviews the work of Maintenance Electronic/Alarm Technicians.

TYPICAL DUTIES

Both Levels: Incumbents install, modify, program, maintain, test, repair and overhaul all District control systems including, but not limited to, electrical and electronic control systems, electronic alarm systems such as fire alarm and intrusion alarm systems, and transmission and monitoring systems for all process control for utilities and building operations; replace defective components and wiring and adjusts or repairs parts; adjust and calibrate equipment according to specifications; report discrepancies or necessary follow-up; inspect control systems to determine preventative maintenance, routine and emergency repairs; determine maintenance methods and sequence and/or maintain systems, components, fixtures and equipment in accordance with established work order maintenance schedules, service calls or specific assignments; manage/prioritize work orders; maintain files of alarms and controls system diagrams generated from field investigation; obtain quotes from vendors on equipment, repairs or services to be contracted out, and schedule and monitor the installation of these services; develop and maintain maintenance and service records of each system by facility; develop and implement operations tests, inspections and surveillance procedures; consult with District staff in the planning, design, and expansion of new and existing systems. Perform related duties as assigned.

Lead Maintenance Electronic/Alarm Technician: Train, assign and oversee the work of three or more regular Maintenance Electronic/Alarm Technicians.

QUALIFICATIONS

EXPERIENCE

Promotional

General

Maintenance Electronic/Alarm Technician

None.

Five years journey-level experience in electronic/alarm installation.

Lead Maintenance Electronic/Alarm Technician

One year of experience in the Los Rios Community College District as a Maintenance Electronic/Alarm Technician.

Meet the requirements as a Maintenance Electronic/Alarm Technician, plus two additional years of experience as a journey-level electronic/alarm technician.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Both Levels: Theory, function and design of communications, electronic and electromechanical systems and equipment; applicable policies, regulations, procedures and processes, and federal, state, and local laws and regulations; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

Lead Maintenance Electronic/Alarm Technician: Basic principles of leadership, oversight and training.

ABILITY TO

Both Levels: Perform essential functions of the position; interpret blueprints and systems diagrams; safely use and maintain machinery and tools of the trade; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles.

Lead Maintenance Electronic/Alarm Technician: Effectively train, assign and oversee the work of others; oversee the proper use of personal protective gear and workplace safety; work with minimum direct supervision.

Physical and Environmental Factors: Perform physically demanding labor that may include standing and maneuvering for long periods of time; work in an outside environment subject to inclement weather conditions, possible and/or frequent exposure to sun, humidity, and high or low temperatures; exposure to dust and allergens; work around loud machinery, noise and/or pronounced vibration; regularly work with or exposed to hazardous materials such as oils, grease, solvents, glues, adhesives, cleaning and de-greasing solutions and other chemicals; reach, grasp, pull, push, and carry various equipment and furniture across various types of surfaces; frequent maneuvering, stooping, crouching, bending at waist and knees; frequent stretching, reaching and kneeling while operating tools and equipment; using proper bending and lifting techniques, lift and/or carry heavy objects up to 50 pounds, with or without assistance, from floor level to above shoulder level; climb and descend 8 to 16 foot ladders and/or stairs with heavy objects, with or without assistance; work on multiple surfaces more than 12 feet above ground level; work on wet, slippery and icy surfaces; wear personal protective and safety equipment when appropriate and/or required, including a respirator; operate and manipulate hand, electric and all types of structural tools and equipment; exposure to sharp blades from tools and equipment.

TYPICAL EQUIPMENT USE (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.