



1508 ELECTRONICS REPAIR ASSISTANT

Classification Summary

Under direct technical supervision and/or procedural instructions, repair and maintain District audio-visual, video, computer, communications and other equipment which require procedural aptitude and ability to learn the techniques of electronic equipment repair. Perform other related duties as required.

Supervisory Relationships

Reports to the Technology Services Coordinator for overall training plan; and to journey-level Electronic Technicians for procedural, technical, and other work related guidance.

Distinguishing Characteristics

This classification is distinguished from the Electronic Technician classification in that this classification is specifically intended to provide on-the-job training leading towards the required licensure and the performance of the full range of duties and at the expertise level of an Electronic Technician.

Examples of Duties

(The following are examples only. They are not to be construed as all inclusive or exclusive.)

1. While in training on a specific type of electronic equipment, the incumbent assists and works under the technical supervision of a journey-level Electronic Technician. Upon learning the basics and procedures of equipment repair and maintenance, the incumbent is expected to perform standardized work with minimal technical direction.
2. Receive and log equipment sent to shop for repair.
3. Learn to operate test equipment to diagnose malfunctions. Learn to test, diagnose and repair electronic circuit boards, audio and video tape recorders, slide and film projectors, cable, intercom and public address systems, audio-visual equipment, scoreboards, and clock systems.
4. Perform preventive maintenance, cleaning and lubrication of electronics equipment.
5. Assist in the installations of public address, television, cable and other systems.
6. Run cables through attic, walls, or under floors. Assemble conduit and fit to building contours.
7. Test newly acquired equipment for functioning ability.
8. Maintain service literature, service records, parts inventory, and standardized records.
9. Assist in the set-up of AV/PA equipment for school and department presentations. Instruct users in equipment operation.
10. Assist in diagnosing and problem solving on equipment malfunctions by telephone based on information from users.
11. Acquire knowledge on technological and industrial innovations through reading and continuing education/training.

Required Knowledge, Skills and Abilities

1. Ability to learn the functioning and repair of electronics equipment including televisions, video cassette recorders, movie projectors, overhead projectors, computers and related equipment.
2. Basic knowledge of the principles of electron flow, the behavior and safe control of electrons in gasses and vacuums, and the use of vacuum tubes, resistors, capacitors, coils, transistors, and related components. Ability to read technical repair manuals.
3. Ability to learn how to use and apply diagnostic equipment such as an oscilloscope, cross-hatch generator, impedance meter, and other equipment.
4. Ability to acquire the licensure required of an Electron Technician after a one year on-the-job training period.
5. General aptitude indicating potential success in electronics equipment repair.

6. Ability to follow technical instructions and perform routine or standardized procedures with minimal direct supervision.
7. Willingness and ability to learn new techniques and the repair of a variety of electronic equipment.

Minimum Qualifications for Class Entry

Graduation from a senior high school or equivalent. Some experience in electronics repair or any satisfactory combination of experience and training affording the acquisition of proper licensure.

Work Environment

Work is performed in a workshop facility or in District buildings. Assignments may require lifting of heavy objects or working at heights, outdoors, or awkward or tiring positions. Incumbents may be exposed to risk of electric shock, hazards from radiation, or toxic chemicals.