

SENIOR ELECTRONIC EQUIPMENT TECHNICIAN

(Board of Cooperative Educational Services)

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for the repair, operation, installation, and maintenance of a wide variety of audio-visual, television, micro computer hardware and software, local area networks, wide area networks, web sites, film projectors, video cassette recorders, electronic data processing, and other electronic equipment. The employee in this class is assigned to a repair shop but may be called upon to make on-site repair visits to various component school districts and is responsible for the direct oversight and supervision of technicians. The work is performed under general supervision with broad leeway permitted in the use of independent judgement. A Senior Electronic Equipment Technician does related work as required.

TYPICAL WORK ACTIVITIES:

- Thorough knowledge of installation, operation, maintenance, and repair of a variety of audio-visual, micro computer hardware and/or software, satellites, web sites, televisions, and electronic equipment;
- Performs repairs to electronic equipment as necessary;
- Makes cost estimates and recommendations as to feasibility of repairing and/or replacing electronic equipment;
- Installs and sets up video, satellites, computers, audio-visual, and other electronic equipment needed by the staff and teaching personnel of BOCES and the component school districts;
- Confers with supervisors and school officials to assist in planning technology-related work activities and recommends hardware and software for improving and upgrading current and future hardware and/or systems;
- Supervises and/or assigns work to student interns, technician helpers, electronic equipment technicians, and other occasional staff as may be assigned to the department;
- Recommends hardware and software for improving and upgrading current systems and makes evaluations and recommendations for future hardware needs;
- Assists in training and instruction on the proper use of various electronic equipment and use of software packages;
- Develops preventative maintenance schedules and performs maintenance and adjustments on various electronic equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of installation, operation, maintenance, and repair of a variety of audio-visual, micro computer, hardware and/or software, satellites, web sites, television, and electronic equipment; good knowledge of the operation of electronic testing equipment such as wave form monitor, cross pulse monitor, signal generator, and oscilloscope; ability to interpret schematic drawings; ability to follow written and oral instructions; ability to prepare reports and keep records; ability to plan, review, supervise, and prioritize the work of others; mechanical ability; dependability; sound technical judgement; willingness to attend classes for training in the repair and the maintenance of emerging technology; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL –

Two years of competitive class service as an Electronic Equipment Technician.

OPEN-COMPETITIVE –

A.) Graduation from a regionally accredited or New York State registered college or university with at least an associates degree in electronic technology or closely related field and three (3) years of experience in electronic repair;

OR

B.) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience in electronic repair.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/18/99