

**SCHOOL DISTRICT NO. 85
(Vancouver Island North)**

CLASSIFICATION DESCRIPTION

ELECTRONICS TECHNICIAN

DEPARTMENT: IT

JOB SCOPE

Reports to the Secretary-Treasurer.
Installs, troubleshoots, repairs and maintains computers and other electronic systems and equipment.
Works without close supervision.
May direct maintenance employee with other classifications.

MAJOR DUTIES AND RESPONSIBILITIES

Installs, troubleshoots, repairs and maintains all school and district computers and other electronic systems and equipment.
Determines when commercial repair is required.
Monitors inventory levels of stock materials and recommends purchase of necessary items.
Plans and schedules work in order to provide prompt and efficient on-site service and carries out a preventative maintenance program.
Maintains detailed records of all work performed.
Provides technical assistance to staff on the use of computers and other electronic systems and equipment.
Performs other duties necessarily incidental to those assigned above.

Note: Other electronic systems and equipment includes, but is not limited to alarm systems, copiers, energy management systems, computer peripherals, public address systems, printers, scanners, surveillance systems, SmartBoards, telephone systems etc.

QUALIFICATIONS AND EXPERIENCE

Secondary school graduation (with Dogwood Certificate or equivalent).
Successful completion of a two year electronic technician diploma program at a recognized post-secondary institution, supplemented by certification to repair a variety of electronic equipment.
Ability to effectively use electronic test equipment.
Ability to maintain good working relationships with other school district staff and general public.
Good interpersonal and communication skills.
Ability to understand and effectively carry out oral and written instructions.
Ability to plan and carry out an effective work schedule with a minimum of supervision.
Ability to use tools and equipment safely and skillfully.
Valid B.C. class 5 driver's licence.
Five years' recent experience in the repair of electronic equipment.

Revised Feb. 2006
Revised Apr. 2009
Revised May 2012
Revised Jun. 2015
Reviewed Jun. 2016