



JOB DESCRIPTION

Maintenance Electronics Technician/Fire Alarm, Electronic System - Helper

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The Maintenance Electronics Technician/Fire Alarm, Electronic System-Helper under the general supervision or the Director of Maintenance and the immediate direction of the Electronics Technician, assists the Electronic Technician to ensure that the district's fire alarm system, intercoms, and bells are functioning properly at all times and assists with making sound recommendations to improve the fire alarm intercom and bell systems.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Valid Texas driver's license, insurable with the Judson ISD insurance carrier and a good driving record
- One year prior experience in jobs requiring electrical aptitude preferred

ADDITIONAL REQUIREMENTS:

- Ability to pass Human Performance Exam (HPE)
- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Some knowledge of how to read and interpret electronic drawings and electronic schematics
- Must be willing to work flexible hours
- Ability to communicate and work well with others
- Ability to follow verbal and written instructions

DUTIES AND RESPONSIBILITIES:

1. Complies with District directives and Maintenance Policies and safety procedures.
2. Assists the Electronics Technician to ensure that the district is in compliance according to state and federal regulations required by law.
3. Works with Electronics Technician recharging all fire extinguishers.
4. Is responsible to report any alarms system failures to Electronics Technician.
5. Assists district electricians and Electronic Technician when needed in repairing fire alarm, bell or intercom systems.
6. Is responsible for all after hour calls dealing with fire alarm intercom, clock and bell systems when necessary.
7. Reports any known deficiencies in the fire alarm/electronic system to the appropriate supervisor.
8. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Be able to communicate (verbally and written), understand verbal instructions, interpret, reason, concentrate, analyze, differentiate, memorize, read, coordinate, compile, compute, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk, climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, pull, push, reach, hear, speak, visual acuity, distinguish colors, occasional travel, extreme temperatures (outside and inside), extreme humidity, vibration, sunlight exposure, chemical exposure (asbestos, fumes, vapors, gases, dust, smoke, etc.), and works around machinery with moving parts.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Ladder, small hand tools, personal computer, light van or truck

Manual Trades Pay Grade: 7

Days: 260

Wage/Hour Status: Nonexempt

Updated: March 5, 2009

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.