

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: Electronic Technician

Date Prepared: 02/2008, 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

424	Building Operations - Security and Fire Alarms	Maintain security alarms and fire alarms within one or more facilities. Perform preventative maintenance on equipment and building components within area of expertise district wide.
402	Building Security Systems	Design, implement, and evaluate all fire and security alarm systems in district buildings. Plan and implement security lighting systems.
411	Energy Management Systems	Design new energy management systems and procedures. Install and implement purchased packages.
641	Telecommunication Systems Maintenance	Maintain existing telecommunication systems and documentation.
642	Telecommunication Systems Trouble Shooting	Work with users to resolve telecommunication system errors or failures. Involves identifying problems and implementing corrective actions. Problems addressed include hardware, software, and procedure.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
425	Building Operations - Emergency or Other	Operations not covered by bid and/or not covered by other activity definitions. Perform preventative maintenance on equipment and building components within area of expertise district wide.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
639	Telecommunication Systems Development	Design new telecommunication systems and procedures. Install and implement systems and corresponding procedures as required.
640	Telecommunications Network Operations	Operate the telecommunications network. Includes operation of lines and/or equipment.

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Activity Name (Cont.)		
272	Telecast - Technical	Provide technical support. Operate equipment.
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
002	Indirect Supervision	Plan and direct the work of people who do not report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience; and Appropriate certification/license as required.
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.
Effective Date:	02/2008, 07/2003