**CITY OF OCEANSIDE**

**REVISION: JANUARY 2006**
**CLASS CODE: 2602CE**
**UNIT: OCEA**

# ELECTRONIC TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## DEFINITION

Under general supervision, to perform a variety of technical repair and maintenance work involved in the operation of the City's audio-visual, security, fire detection, alarm and burglar detection systems; and to perform related duties as assigned.

**EXAMPLES OF DUTIES**--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Troubleshoots, installs, maintains and repairs the City's audio-visual, security, fire detection, alarm and burglar detection systems; plans and installs expansions to current systems at the Civic Center and Council Chambers; troubleshoots and repairs system components; coordinates with departmental security coordinators regarding access level, time zone and badge issuance; photographs badge holders; laminates and encodes badges; troubleshoots and repairs audio-visual equipment; prepares graphic presentations; researches and advises on new equipment purchases; provides assistance to citizens and staff with various audio-visual needs as related to City Council or Commission presentations; edits in-house video productions; duplicates video tapes; creates visual display devices for speech timing, request to speak and microphone status; oversees operations of fire detection, burglar and alarm system equipment; installs additional devices and replaces defective devices; perform periodic inspections; coordinates with outside monitoring company regarding panel programming, zone descriptions and device malfunctions; coordinates with certification company on certification inspections.

## MINIMUM QUALIFICATIONS

**Knowledge of:**

Electronic circuit design and repair.
Use of electronic test equipment.
Operational characteristics of various audio-visual equipment.
Operational characteristics of various security and alarm systems and devices.
Modern office procedures, methods and equipment including computers and applicable software applications.

**Ability to:**

Troubleshoot, install, maintain and repair the City's audio-visual equipment and security systems.
Plan and install expansion or improvements to current systems.
Coordinate system operations with various outside agencies.
Prepare graphic presentations.
Work independently and efficiently to carry out assignments.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

## Experience and Training Guidelines

**Experience:**

Two years of increasingly responsible experience in the operation, maintenance and repair of various audio-visual equipment and systems.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in audio-visual equipment operation and repair.

## WORKING CONDITIONS

**Environmental Conditions:**

Office environment; exposure to electrical energy .

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; visual acuity to operate and maintain audio-visual equipment.