



ELECTRONICS TECHNICIAN

SCOPE OF WORK:

Work involves the installation, maintenance, repair, and calibration of electronic equipment typically used in monitoring and/or controlling environmental or building systems.

DUTIES PERFORMED AT ALL LEVELS:

- Install, program, upgrade, troubleshoot, adjust, inspect, test, repair, monitor, and modify electronic equipment and systems.
- Train electronics equipment operators on new and updated equipment.
- Perform preventive maintenance on equipment; keep records of maintenance.
- Collect, record, and enter data into a data base or computer system.
- Maintain inventory of electronic equipment and parts.
- Maintain contact with suppliers, utility companies, land owners, and the public regarding equipment operation, placement, and safety issues.
- May prepare operator manuals for special electronic equipment.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

ELECTRONICS TECHNICIAN I

8291

GRADE G*

LEVEL DEFINITION:

Work at this level involves performing routine maintenance and repair of electronic equipment and systems under close supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires an associate's degree in electronics or a closely related technical field and one year of work experience performing installation, maintenance, and repair of electronic equipment. Additional work experience may substitute for the education requirement on a year-for-year basis.

CLASS CODES:8291
8292
8293

ND Class Description
Electronics Technician

ELECTRONICS TECHNICIAN II

8292

GRADE I*

LEVEL DEFINITION:

Work at this level involves performing maintenance and repair of electronic equipment and systems under general supervision.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires an associate's degree in electronics or a closely related technical field and two years of work experience performing installation, maintenance, and repair of electronic equipment. Additional work experience may substitute for the education requirement on a year-for-year basis.

ELECTRONICS TECHNICIAN III

8293

GRADE K*

LEVEL DEFINITION:

Work at this level involves performing maintenance and repair of the most complex electronic equipment and systems. Work may include supervision of staff.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May develop, write, and implement policies, procedures, and regulations governing usage, safety, and preventative maintenance on electronic equipment and systems.
- Plan and schedule work activity for staff; review completed work of other technicians.
- Oversee the installation, maintenance, and repair of electronic equipment and systems.

MINIMUM QUALIFICATIONS:

Requires an associate's degree in electronics or a closely related technical field and four years of work experience performing installation, maintenance, and repair of electronic equipment. Additional work experience may substitute for the education requirement on a year-for-year basis.

ND Class Description
Electronics Technician

CLASS CODES: 8291
8292
8293

Eff. Date: 04/07 – Combined Electronic Equipment Technician (8281-3) and Instrument Technician (8271-3)

Rev: 07/12 – Conversion to Hay System