



Electronic Technician I

DEFINITION

Work of this class provides technical support services with respect to the repair, maintenance and installation of electronics and related communications equipment.

Incumbents will be responsible for the installation, operation, maintenance, repair, modification, design and fabrication of a wide variety of electronic equipment including audio, digital, video, radio, electro-mechanical, wireless systems, optical and photographic equipment. The performing of other related duties is required.

TYPE OF WORK

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Unskilled | <input type="checkbox"/> Journeyman |
| <input type="checkbox"/> Semi-skilled | <input checked="" type="checkbox"/> Above Journeyman |
| <input type="checkbox"/> Skilled | |

TYPICAL DUTIES *

In accordance with the Canadian Electrical Code, Electrical Protection Act of Alberta, applicable City Bylaws, departmental and manufacturer's standards:

Set-up, maintain, repair and test electronic electro-mechanical, video, radio frequency and other equipment and systems; establish preventative maintenance programs to ensure the equipment is serviced on a regular basis; troubleshoot and solve technical problems.

Establish priorities and procedures and exercise initiative, resourcefulness and creativity in providing equipment to meet standard and non-standard operational needs.

Determine test equipment and tools and parts inventory requirements; advises supervisor of equipment requirements for budget purposes.

Process warranty repairs including; shipping to manufacturer, record keeping and assessing the repaired equipment.

Arrange for outside contract maintenance where in-house facilities or capabilities are limited.

Maintain records such as detailed maintenance histories, costs and inventory database.

Modify, design and/or fabricate methods of using equipment to meet non-standard operational requirements.

Provide system support; ensure availability of systems, monitor system alarms and initiate actions as required, preventative maintenance and troubleshoot interference or coverage issues.



Electronic Technician I

Provide formal and informal training on equipment operation and installation procedures.

Prepare written instructions and provide informal training on the use, capability and care of equipment.

Interpret technical reference documentation.

Liaise with maintenance contractors and installers to ensure operational requirements are being met.

Maintain current knowledge of operational techniques and new equipment, making recommendations as to upgrading, purchasing, etc.

To exercise tact and discretion respecting the security of the operations.

To perform other related duties as required.

SUPERVISORY/LEADHAND RESPONSIBILITIES

May be assigned apprentices and trades helpers as required.

ENVIRONMENTAL AND WORKING CONDITIONS

Normal repair shop and field conditions.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of Grade 12.

Completion of an Engineering Technology Diploma in Telecommunications, Wireless Systems, Electronics or related communications technology diploma from a recognized institute of technology or possession of a Journeyman Electronic Technician Certificate recognized by the Province of Alberta.

Minimum of 1 year's experience in a variety of electric/electronic disciplines including radio frequency propagation.

Possession of a valid Class 5 Alberta Motor Vehicle Operator's License.



Electronic Technician I

On-the-Job Training

Continuing on-the-job training program to keep abreast of industry and technological advances in the electronics and surveillance industry.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	62M	62D
Job Code	1258	
Grade	023	
Last Updated:	2016-04	
Previous Updates:	2003-12	
Originated:	1990-03	