

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

VEHICLE ELECTRONICS TECHNICIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) **POSSESS A VALID FLORIDA CDL, CLASS B OR HIGHER, WITH PASSENGER AND AIR BRAKE ENDORSEMENT OR MUST OBTAIN AT A TIME DIRECTED BY THE FLEET MANAGER.**
- (3) Minimum of (5) five years successful experience as an electronic technician or an approved apprenticeship program with (3) three years experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of electronic test equipment and systems. Ability to use a variety of small hand tools. Knowledge of 2-way radio communication equipment. Knowledge of FCC regulations. Knowledge of non-radio communication equipment and repairs. Knowledge of video camera, video recording equipment. Ability to work independently. Ability to write legibly and maintain records. Ability to communicate effectively with others.

REPORTS TO:

Supervising Administrator

JOB GOAL

To ensure that the district vehicle communication is maintained and operating in a safe and efficient manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Performs technical work involving the repairs and maintenance of complex radio equipment, including base radio and portable radios.
- * (2) Performs technical work on video cameras, video recording equipment and maintain a preventive maintenance program on this equipment.
- * (3) Performs original and replacement installations of 2-way radios, VCR equipment and related electrical equipment.
- * (4) Recommends to supervisor, new needs, specifications for additions or alterations to existing radio systems. Assists parts employees with ordering parts and supplies pertaining to electronic equipment, assisting with obtaining competition quotes for electronic parts from outside vendors.
- * (5) Maintains the necessary records as required by law, instructs proper operation of 2-way radio and VCR equipment to other employees.
- (6) Performs installation, maintenance and repairs of other equipment not related to radio communication equipment, such as public address systems, intercoms, tape recorders and provide technical assistance to other garage personnel.
- (7) Performs shop fabricating, repairs and rebuilds miscellaneous electrical equipment.

VEHICLE ELECTRONICS TECHNICIAN (Continued)

- (8) Performs emergency repairs on equipment and ensures safe operation of equipment.
- * (9) Maintains necessary tools and equipment.
- (10) Must be available to respond to emergencies.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: NO ACCESS

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 9