

ELECTRONIC ASSISTANT

DEFINITION

Under supervision, to assist in the repair, service, installation and maintenance of electronic and audio visual equipment; installs coaxial and transmission cables, network connections and phone lines; and to assist in other maintenance trades areas as needed.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in the installation, maintenance, repair and service of television sets, video cassette recorders, projectors, television cameras, laser disc players, security and fire alarms, stereo systems, radios, school clock and bell systems, scoreboards, public address systems and a variety of other electronic and audio-visual equipment.
2. Installs and maintains telephone wiring, coaxial lines for television and cables for electronic devices.
3. Digs trenches.
4. Verifies transmission signals; replaces receptacles and checks high and low voltage.
5. Bolts audio-visual equipment to carts or stands to secure for safety precautions.
6. Sets up and tests public address systems for meetings and presentations.
7. Performs preventive maintenance cleaning audio-visual equipment and replaces defective parts.
8. Reviews technical manuals and materials.
9. Responds to emergency security alarm repair calls.
10. Maintains records of work performed and materials used.
11. Drives a District vehicle to and from work sites.
12. Loads and unloads vehicles; lifts, transports and carries equipment, tools and supplies.
13. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Telephone systems and cable networks; basic electronic communication and multi-media systems; electronic and digital theory; methods of determining appropriate connectivity of networks; safe working methods and procedures.

Ability to:

Perform maintenance and basic repair of electronic, audio-visual and telephone systems; install and maintain transmission cables; read and work from schematics, diagrams and technical manuals; learn, understand and apply new technology; perform heavy manual labor; distinguish color and have visual depth perception; communicate effectively; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Training and two years experience to demonstrate the knowledge and abilities listed above. Three years as a CUSD employee and completion of approved coursework or training will be considered qualifying for Electronic Assistant Trainee.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor setting, with travel from site to site, exposure to all types of weather and temperature conditions, electrical energy, noise, and dust.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; bend, stoop, squat, and reach; climb ladders; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

8/00

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