

Classification Specification: Electronic Technician

Classification Number: 84411
Effective Date: April 4, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Maintains the fire alarm systems or other electrical systems on campus, which includes installation, maintenance, preventative maintenance, troubleshooting and testing. Coordinates with contractors, state and local officials

Essential/Primary Duties

- Maintains fire alarm systems. Installs, repairs and performs preventive maintenance on electronic equipment.
- Maintains inventory. Orders supplies, equipment and parts.
- Prepares site location layouts. Completes records and reports.
- Serves as liaison to equipment manufacturers. Meets with power companies to obtain power drops and approval of site location and layout. Meets with local fire chief, State Fire Marshall, architects, contractors and/or university employees about upcoming projects.
- Trains field crew on use and care of equipment.

Experience and Education

Experience

- Three to six months related experience required

Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

Classification Specification: Electronic Technician

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to operate hand and/or power tools appropriate to the trade

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.