

ELECTRONIC EQUIPMENT REPAIR SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is an advanced technical position responsible for the repair and maintenance of a wide variety of electro-mechanical, digital and analog electronic equipment. The incumbent must use a wide array of knowledge and skills to diagnose malfunctions, interpret manufacturer's manuals, diagrams and schematics, and effect proper repairs on typewriters, copiers, word processors, personal computers, instructional lab equipment, audio-visual equipment, television production and transmission equipment, graphic devices, computer peripherals and other similar equipment. The work involves extensive independent judgment and also requires the incumbent to work closely with other technicians and professionals. The systematic maintenance of reference materials, work records and spare parts inventories is an essential support function in the class. General supervision is received from a higher level employee. Supervision over others is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

1. Tests faulty equipment using a wide range of diagnostic equipment and tools to determine the cause of malfunctions;
2. Effects repairs on a wide variety of sophisticated electronic and electro-mechanical equipment, using appropriate service manuals and other reference material as necessary;
3. Performs preventive maintenance tests and procedures on a variety of electronic and electro-mechanical equipment;
4. Consults with departments and officials on purchase of new equipment to evaluate serviceability and compatibility with existing equipment;
5. Examines, tests and installs new equipment to ensure its proper functioning;
6. Contracts vendors or other repair services when judgment indicates problem is beyond capability of local facilities;
7. Acquires, organizes and maintains a reference and service manual library;
8. Locates suppliers and organizes and maintains a spare parts inventory;
9. Organizes and maintains equipment repair history records;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of electronics as it applies to the repair of a wide variety of equipment; thorough knowledge of electro-mechanics as it applies to the repair of a wide variety of equipment; ability to understand and carry out complex oral and written instructions; ability to cooperate with other technicians and engineers doing similar work; ability to communicate both orally and in writing; ability to keep abreast of current developments in the fields of electronics and electro-mechanics; manual dexterity; good hand and eye coordination; perseverance; imagination and creativity in diagnosing and repairing equipment; physical condition commensurate with the demands of the position.

ELECTRONIC EQUIPMENT REPAIR SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Electronics, Electro-mechanics or a closely related field, and four (4) years of work experience in the repair of electronic or electro-mechanical equipment, at least one (1) year of which shall involve the service and repair of state-of-the-art office automation, microprocessor based equipment (copiers, word processors, personal computers, etc.);
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience as indicated in (A) above;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTES: The one (1) year of work experience involving the service and repair of state-of-the-art office automation, microprocessor based equipment as indicated in (A) and (B) above must be within the last four (4) years of application.

Appropriate training at trade or vocational schools may be substituted for the education listed in (A) on a year-for-year basis.

SPECIAL REQUIREMENT:

Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment.

TR5302

ADOPTED: 08/22/84 (Electronic/Electro-Mechanical Equipment Technician)

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02/09/87