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| JOB TITLE: | COMMUNICATIONS ELECTRONICS TECHNICIAN | DIVISION: | BRIDGE |
| REPORTS TO: | COMMUNICATIONS ELECTRONICS SUPERVISOR | EEO CATEGORY: | 03 – TECHNICIAN |
| FLSA: | NON-EXEMPT | SAFETY- SENSITIVE: | NO |
| CLASSIFICATION: | NON-REPRESENTED | LOCATION: | SAN FRANCISCO |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

This position demands a wide range of technical skills. Under the direction of the Communications/Electronics System Supervisor, this position provides technical support for the communication, security and control systems in place throughout the District. The Communications/Electronic Technician installs, maintains and repairs electronic equipment located at various District facilities from San Francisco to Santa Rosa. Such equipment includes, but is not limited to, two-way radio system equipment, microwave system equipment, PBX equipment, security equipment, Analog CCTV equipment, IP based video cameras and equipment, access control equipment and programmable logic controllers. The position is also involved in the installation and maintenance of communication and fiber optic cabling systems.

Essential Responsibilities

- Installs and maintains the following: security system LAN and IP based security equipment; telephone lines and fiber optic cables; and programmable logic controllers and associated controls; public address systems; and microwave system and data communication modems
- Maintains, modifies and updates electronic PBX systems.
- Installs and tests electronic and two-way radio equipment in mobile units (buses, ferries, District vehicles) and District facilities.
- Performs regular, preventive maintenance and records all maintenance actions performed, parts used and amount of time expended
- Assists in the design, fabrication and/or modification of electronic/communication equipment
- Updates and corrects manufacturers' documentation to increase maintenance and repair efficiency
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required



Required Knowledge, Skills and Abilities

Knowledge of:

- Occupational health and safety rules and working practices applicable to this position
- Solid state electronics
- Analog and digital circuits
- Basic principles of LANs.
- Installation and wiring methods of telephone and data communications systems
- Tools, equipment and methods of electronic technology

Skill in or Ability to:

- Carry out verbal and written instructions
- Work with minimal supervision
- Use personal computer and software
- Work closely and interact professionally with other district employees
- Establish and maintain cooperative, effective and productive working relationships with District employees and all those contacted in the course of work

Minimum Qualifications

Education and/or Experience:

- Requires a two year college degree in electronic technology or completion of electronic technology training certification program or electronics trade school
- Two years experience as an Electronic Technician preferred

Required License: Must possess and maintain a current and satisfactory driving record. No reckless driving and DUI within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis.

Hours of Operation: Subject to 24-hour call back and must go to all District locations, including mountain tops, Ferry terminals and Bridge towers, piers, etc.

Physical Requirements: Must be available for emergency repair call backs. Must be able to work outside in inclement weather. Must be able to bend and crawl in small areas to install security equipment requiring bending and reaching. Lift up to 50 pounds. Climb on bridge main cables, radio antenna towers and structural steel up to 200 feet. Put arms, hands and fingers into narrow openings. Exposure to exhaust fumes, noise and sharp edges. May encounter reptiles and spiders at remote radio sites including some venomous species.