



JOB TITLE:	<b>MECHANIC ELECTRONICS TECHNICIAN</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>CHIEF MECHANIC - BODY &amp; FACILITY</b>	EEO CATEGORY:	<b>07 - SKILLED</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*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**

Under direction of the Chief Mechanic Body & Facility, the Mechanic Electronics Technician performs highly skilled preventive maintenance, diagnostic and repair activities on a variety of electronic equipment such as fare collection systems, electronic destination signs, digital security camera systems, GPS tracking systems, PLC systems, network communications gear, passenger information displays, and ticket vending machines in support of a large vehicle transit bus fleet. Must be available to work Day, Swing, or Graveyard shifts. Performs additional related duties as required.

### **Essential Responsibilities**

- Inspects, tests, removes, repairs and installs vehicle on board electronic equipment including fareboxes, smart card readers, destination signs, passenger counters, security camera systems, and CAD/AVL devices.
- Inspects, tests, removes, repairs and installs garage-based electronic equipment such as fare collection vaults, fare collection data probes, test equipment and diagnostic tooling.
- Inspects, tests, removes, repairs and installs electronic signs and displays located at bus stops and passenger terminals.
- Travels to outside locations to perform maintenance and repairs on vehicle on board electronic equipment, garage-based electronic equipment, and passenger terminal electronic equipment.
- Responds to emergency off-site repairs and road calls.
- Performs ongoing preventive maintenance of vehicle on board electronic equipment, garage-based electronic equipment, and passenger terminal electronic equipment.
- Performs non-routine vehicle-based and fixed electronic equipment upgrades, including configuration of devices, fabrication of electrical harnesses and specification of equipment mounting systems.
- Troubleshoots and repairs printed circuit boards to component level.
- Calibrates and repairs test and diagnostic equipment.
- Assists stores personnel in monitoring inventory to ensure ongoing availability of spare parts and supplies.



- Responsible for written communication concerning on-going status of repairs completed or in progress and outstanding repairs.
- Performs electronic recordkeeping regarding work performed and materials used in the District's computerized asset management system (IBM Maximo).
- Knows and follows the environmental health and safety rules and safe working practices applicable to the position.
- Responsible for maintaining all work areas in a safe and clean condition.
- 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 are required.

## Required Knowledge, Skills and Abilities

**Knowledge of:** Principles, practices, and methods used in the installation, testing, maintenance, and repair of electronics systems. Digital and analog electronic circuit theory and practice. Occupational health and safety rules and working practices applicable to this position.

**Skills or Ability to:** Use hand and power tools common to the electronics repair trade. Use test, measurement, and diagnostic equipment common to the electronics repair trade, including oscilloscopes, digital volt ohm meters, ammeters, signal generators, frequency analyzers, etc. Read, understand and apply complex technical repair information, including maintenance manuals, wiring diagrams, schematics, ladder charts, and technical service publications. Communicate clearly both orally and in writing. Establish and maintain cooperative, effective and productive working relationships with those contacted in the performance of duties. Perform computerized data entry and basic business office technology functions such as email, spreadsheet lists, and word processing.

## Minimum Qualifications

**Education and/or Experience:** Two-year degree in electronic technology or completion of electronic technology training course, certification program or electronics trade school and a minimum of four years' experience as an electronic technician.

**Required License:** Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations within the last 3 years. No DUI's or Reckless Driving violations within the last 7 years.



**Physical Requirement:** Occasionally lift up to 100 pounds maximum with assistance; frequently lift, carry and manipulate up to 50 pounds. Frequent bending, kneeling and occasional climbing on 12-foot ladders and scaffolding. Working around fumes, odors and dust in an occasionally high-noise environment, with appropriate personal protective equipment. Excellent manual dexterity.

**Hours:**

- Shifts are scheduled based on seniority in classification.
- Maintenance Department operates 7 days per week, 24 hours per day.
- Must be available to work all shifts.

**Required Tools:**

- Must have a full set of journey level hand tools to accomplish assigned work.