

Capital Area Transit System

DEPARTMENT:	Maintenance
POSITION:	Electronics Technician (Night Shift)
OPENING DATE:	March 6, 2020
CLOSING DATE:	March 20, 2020
RECRUITMENT TYPE:	Internal/External

Electronics Technician Job Description (Night Shift)

Summary/Objective

The Electronics Technician will maintain, test and repair 12 volt electrical/electronic systems and components. The position applies the knowledge of electrical/electronics in determining equipment malfunctions/maintenance, and applies skills in restoring equipment to operation. The Electronics Technician provides skilled electrical/electronic support to all areas of concern. Training on our equipment will be provided.

Essential Functions

1. Troubleshoots and repairs electrical/electronic equipment, including programming cellular based devices, mobile camera systems, power supplies, hard drives, Wifi, GPS, wiring and testing equipment.
2. Plans and performs work requiring a thorough knowledge of electrical/electronic theories and principles, reading specifications, and principles of operation and application of electronic equipment.
3. Installs, starts up, and shuts down equipment in accordance with company safety procedures for machine activation and shutdown and in line with all safety requirements.
4. Advises operators and line mechanics of operation procedures and requirements for working safely with electrical/electronic and as well as operating instructions of equipment.
5. Informs appropriate management of potential electrical/mechanical problems.
6. Maintains company-required maintenance records for identified equipment.
7. Performs preventive maintenance functions as directed.

8. Assists maintenance personnel with technical troubleshooting of electronic hardware.
9. Assists and trains other technical-level employees, operators, and supervisors.

Competencies

1. Technical Capacity
2. Problem Solving/Analysis
3. Decision Making
4. Learning Orientation
5. Teamwork Orientation

Work Environment

While performing the duties of this job, the employee is sometimes exposed to fumes, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at the facility, such as rain, heat and cold. The noise level in the work environment and job sites can be loud. This position is usually performed in outside weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing periodically. The employee must frequently lift and move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must be able to wear steel toe safety shoes.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday night through Friday night, 11:00 p.m. to 7:00 a.m., 40 hours per week. Occasional day and weekend work may be required as job duties demand. This is a salaried position.

Travel

There may be some required traveling for training and conferences, for short periods.

Skills and Requirements

1. Install and assembly of electronic systems based on technical specifications.
2. Repair and maintain electronic systems as needed.
3. Operate power and manual tools safely to avoid accidents.
4. Make cable and wiring connections accurately.
6. Perform regular inspections to identify defects and replacements.
6. Highly skilled in troubleshooting Wi-Fi, electrical wiring and connections, as well as electronic devices.
7. Perform system testing to evaluate performance and functionality.
8. Maintain inventory control of electronic components and tools.
9. Maintain documentations of system installation and maintenance procedures.
10. Coordinate with management to determine deadlines for the assigned tasks.
11. Must be well organized.
12. Understand schematics, technical manuals, and instructions for electronic system installations.
13. Strong understanding of GPS technology.
14. Ability to follow precise instructions.
15. Strong record keeping skills.
16. Must be familiar with Microsoft windows, excel, and word.
17. Must be able to communicate clearly via email, phone, two-way radio, and in person.
18. Report on completed and ongoing tasks to Supervisor on daily basis.
19. Must have basic tools.

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