

TENTATIVE

Occ. Code 7347110

SERVICE & REPAIR MECHANIC (ELECTRONICS), GRADE 12

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

Service & Repair Mechanics (Electronics) install, service, and repair electronic equipment. Positions in this class exist at State facilities where there is a large quantity of electronic equipment and where most repairs are made at the facility.

DISTINGUISHING CHARACTERISTICS

A Service & Repair Mechanic (Electronics), under the direction of a Trades Supervisor (Electrician) or Maintenance Supervisor, performs maintenance and repair service on electronic equipment; may supervise Maintenance Assistants, Facility Operations Assistants 1, and Student Assistants; may also supervise inmates.

RELATED CLASSES

Trades Specialists (Electrician) perform journey level electrician work and frequently supervise others in the repair, maintenance, and installation of electrical systems and equipment. The electrician trade, for reasons of safety, requires care and precision in its performance following applicable electric code regulations.

Maintenance Supervisors supervise, coordinate, and direct the activities of skilled, semiskilled, and unskilled trades positions engaged in maintenance, repair, rehabilitation, and construction activities at State facilities.

Maintenance Assistants use hand and shop tools to perform semiskilled maintenance and repair work on structures and equipment.

Facility Operations Assistants perform a variety of routine unskilled and semiskilled manual tasks related to the operation and maintenance of State-owned buildings and facilities, the surrounding grounds, and the vehicles and equipment used in maintaining these sites.

ILLUSTRATIVE DUTIES

Installs, repairs, and maintains a wide variety of electronic systems and equipment such as electronic office equipment; radio equipment, fire alarms, and closed

circuit television systems; control equipment, security systems, and intrusion and surveillance equipment; public address systems, intercommunication units, and antenna systems; and radiological monitoring equipment, in accordance with manufacturers specifications.

Tests electronic components and circuits following troubleshooting procedures to locate defects using instruments such as oscilloscope, signal generator, ammeter, and voltmeter.

Replaces or repairs defective components and wiring and, as necessary, adjusts mechanical parts.

Performs preventive maintenance on equipment according to prescribed procedures and schedules.

Maintains records of repairs, calibrations, and tests performed.

Orders parts and maintains inventory records.

May supervise staff in the repair and maintenance of electronic equipment (e.g., assign work; provide oral and written instructions; lay out work and perform journey level trades work).

Observes and inspects work in progress and at its completion to insure work is done properly.

MINIMUM QUALIFICATIONS

Open Competitive: four years of full-time experience in the installation, maintenance, and repair of electronic equipment.

Substitution: an associate's degree in electronic technology, or successful completion of a two-year technical professional certification program in the electronics field may be substituted for two years of the required experience; OR graduation from a high school technical electronics education program recognized by the New York State Education Department as meeting the standards for technical education may be substituted for one year of the required experience.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.