



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Electronics Technician 2

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Communications	Job Code: 11114 Grade: D	Date Established: 8/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under general supervision, the full performance level Electronics Technician 2 adapts procedures and techniques to meet special needs, resolves most questions and problems, and refers difficult and complex issues to higher-level technical staff. This classification requires considerable knowledge of multimedia and electronic test equipment in order to provide technical support, and perform non-routine design, set up, maintenance, and repair of multimedia equipment or systems.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Designs, sets up, maintains, upgrades, and repairs multimedia equipment or systems, and related hardware and/or software.
2. Troubleshoots and resolves application, and user problems.
3. Provides technical support of electronic and mechanical equipment.
4. Maintains computer systems and computer labs.
5. Develops specifications for electronic aspects of computer networking systems.
6. Tests software and hardware control systems.
7. Conducts electrical wiring of equipment.
8. Communicates design requirements to vendors.
9. Assists director and faculty with multimedia planning and costs estimates.
10. Trains faculty and staff on multimedia equipment.
11. Provides work direction to students.
12. Maintains reports in data networking configuration, preventative maintenance scheduling, and/or technical maintenance inventory.
13. Purchases supplies, and oversees stockroom.
14. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of multimedia equipment; electronic test equipment (e.g., waveform monitors; oscilloscopes; function generators; curve tracers; spectrum analyzers; frequency counters; vector-scopes); computer software (e.g., databases; diagnostic and networking software; Crestron; CresNet 2; Binary download tools); computer hardware systems (e.g., PC systems; networking tools; FETVM; signal generators; drill press; grinder; Crestnet II MS; video touch panel VT-3000; Proxima Pro AV 9310); computer operating systems (e.g., Windows; DOS; Macintosh); analog and digital diagnostic and repair techniques; basic electricity; and training and development techniques*. Skill in operation of computer; and peripheral machines (e.g., scanner; printer; modem). Ability to interpret technical material in books, journals, or manuals; troubleshoot multimedia problems; communicate to vendors; and train faculty and staff on multimedia equipment.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Completion of undergraduate core program in computer/technical related field to include instruction in multimedia equipment, electronic test equipment, computer software, hardware, and operating systems. 9 mos. training or 9 mos. experience in analog and digital diagnostic, repair techniques, and basic electricity.

-Or 24 mos. training or 24 mos. experience in design, set up, maintenance, and repair of multimedia equipment, computer hardware, software, and operating systems. 9 mos. training or 9 mos. experience in analog and digital diagnostic and repair techniques, and basic electricity.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.