



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Electronics Technician 3

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Communications	Job Code: 11115 Grade: E	Date Established: 8/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under direction, the advanced level Electronics Technician 3 has broad decision making authority and independence, and serves as a resource to others in the resolution of complex problems and issues. This classification requires thorough knowledge of multimedia and electronic equipment in order to provide technical expertise and direction to lower-level Electronics Technicians, and lead the design, set up, maintenance, and repair of multimedia equipment or systems.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Leads the design, set up, maintenance, upgrading, and repair of multimedia equipment or systems, and related hardware and/or software.
2. Interfaces devices with other instruments and computer based data systems.
3. Designs, constructs, or oversees construction of custom electronic designs and devises.
4. Provides technical expertise and direction to lower-level Electronics Technicians.
5. Troubleshoots and resolves application, and user problems.
6. Provides technical support of electronic and mechanical equipment.
7. Maintains computer systems and computer labs.
8. Develops specifications for electronic aspects of computer networking systems.
9. Tests software and hardware control systems.
10. Communicates design requirements to vendors.
11. Plans and provides cost estimates for multimedia equipment.
12. Trains faculty and staff on multimedia equipment.
13. Maintains reports in data networking configuration, preventative maintenance scheduling, and/or technical maintenance inventory.
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; custom electronic designs and devises; and training and development techniques. Skill in operation of computer; and peripheral machines (e.g., scanner; printer; modem). Ability to lead lower-level Electronics Technicians; troubleshoot multimedia problems; communicate to vendors; and train faculty and staff on multimedia equipment.

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. 12 mos. training or 12 mos. experience in design, set up, maintenance, and repair of multimedia equipment, computer hardware, software, and operating systems. 12 mos. training or 12 mos. experience in analog and digital diagnostic and repair techniques and custom electronic designs and devices. 3 mos. training or 3 mos. experience in training and development techniques.

-Or 36 mos. training or 36 mos. experience in design, set up, maintenance, and repair of multimedia equipment, computer hardware, software, and operating systems. 12 mos. training or 12 mos. experience in analog and digital diagnostic and repair techniques and custom electronic designs and devices. 3 mos. training or 3 mos. experience in training and development techniques.

- 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.