

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Electronics Technician II

Class Code: 3402

Pay Grade: 415

GENERAL CLASS DESCRIPTION:

Under general supervision, designs, constructs, modifies and maintains complex electronic equipment used for instruction, research, medical patient care, or other university programs and services. Provides functional supervision as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Designs and builds electronic circuits for experimental or research apparatus and instrumentation. Prepares schematics and wiring diagrams.
2. Performs development of electronic circuits and makes a layout for a printed circuit board once design is finalized.
3. Makes prototypes and final models of designed and developed circuits, which includes the population of printed circuit boards.
4. Documents circuits with schematics, data and graphs to describe and illustrate system's operating characteristics.
5. Recommends purchase of new equipment and instructs operators in the use and implementation of equipment.
6. Diagnoses problems, performs repair and other forms of maintenance of complex electronic equipment and instruments such as oscilloscopes, meters, generators, counters, analog computers and specialized instrumentation equipment.
7. Calibrates and adjusts electronic equipment to insure optimum performance.
8. Maintains inventory and recommends or orders materials, components and supplies.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

Class Title: Electronics Technician II

Class Code: 3402

Pay Grade: 415

9. Directs, trains and assists other employees in related electronics work, as required.
10. Attends workshops and conferences to keep abreast of developments in the field.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Knowledge of the principles, methods and techniques used in the electronics field.
2. Knowledge of the tools and equipment of the electronics field and skill in their safe use.
3. Knowledge of the occupational hazards and safety precautions of the field.
4. Ability to follow written and oral instructions.
5. Ability to communicate effectively with staff, students and the public.
6. Ability to perform preventive maintenance and repairs on electronic equipment.
7. Ability to organize workflow and to supervise the work of others.
8. Ability to organize and prioritize multiple tasks.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Graduation from a two-year resident electronic school and three years of experience in electronics construction and repair work, or
2. Any combination of training and experience from which comparable knowledge and ability can be acquired.

REVISION EFFECTIVE: April 1, 2004