

Job Class Profile: **Electronics Technician**

Pay Level: **CG-27** **Point Band:** **534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	2	4	5	3	3	3	1	4	
Points	187	33	25	24	90	65	62	21	43	550

JOB SUMMARY

The Electronics Technician is responsible to install, repair and maintain electronic equipment.

Key and Periodic Activities:

- Installs and/or repairs electronic equipment such as:
 - communication equipment (telephones, data cables and connections/patch panels/voicemail systems/fiber cables/vhf & uhf radio systems/beeper systems/paging and nurse call systems/security camera system/alarm systems/satellite TV system)
 - office equipment (printers/copiers/fax machines/overhead projectors)
 - hospital equipment (electric beds/patient lifts, whirlpool tubs/electric wheelchairs/wheelchair lifts/blood pressure cuffs/thermometers/addressographs/dental equipment/data card machine)
 - repairs scrubbers and other floor cleaning equipment
- Obtains quotes and orders parts for equipment
- Assists biomedical technologist in performing preventive maintenance on equipment in various clinics.

SKILL

Knowledge

General and Specific Knowledge:

- Knowledge of basic electrical, electronics and computers

Formal Education and/or Certification(s):

- Minimum: 2 year Diploma in Electronic Technology

Years of Experience:

- Minimum: 2 to 3 years

Competencies:

- Ability to operate a computer
- Ability to repair or calibrate machinery
- Problem Solving Skills

Interpersonal Skills

- A range of interpersonal skills are used including listening to information and asking employees questions to obtain information regarding problems/issues with equipment in order to diagnose problem and providing routine information and direction to employees on the set-up and operation of various pieces of equipment.
- Communications occur with employees in the immediate work area and within the department, technical support, and supervisor.
- Most significant contacts which occur are with employees in the immediate work area and within the department and with technical support regarding the installation, repair and maintenance of equipment.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Lifting or moving objects less than 10 lbs such as books and papers is a regular occurrence and lifting or moving objects over 50 lbs such as a desk would be required occasionally.
- Required to walk constantly and standing and climbing are required on a regular basis. Sitting and driving would be required occasionally. Regularly working in awkward or cramped positions when running cables under desks and in ceilings.
- Manual or physical activities include regularly performing fine finger or precision work, using hand tools that require accurate control and steadiness, gross motor skills, using machinery or equipment that requires very controlled movement and maintaining physical balance while performing these activities.

Concentration

- There is a regular requirement for **visual** concentration when soldering and joining wires on electronic equipment.
- **Auditory** concentration occurs on a regular basis when using a tone generator to trace cables from a location to the wiring closet as the tones can be very low which causes hearing strain.
- Other **sensory demands** include the requirement to touch different components on a circuit board to determine if the parts are hot and smelling for something that may be burning on the board.
- Alertness and concentration are required when performing **repetitive** tasks such as terminating cables to ensure that the color codes are correct and **higher than normal levels of attentiveness or alertness** for the health and safety of others is required when running cables in public places to ensure that there are no tripping hazards.
- **Time pressures, interruptions, deadlines and lack of control over work pace** are experienced on a regular basis when meeting deadlines related to the installation of new technology.

Complexity

- Work involves performing technical work in the installation, repair and maintenance of electronic equipment which requires performing a series of tasks and activities that are different but allow the use of similar skills and knowledge. Tasks are typically repetitive and well defined.

- A typical problem or challenge is determining why there is no connectivity on a network cable.
- Reference material to assist in addressing problems, challenges and issues include manuals, testers and technical support.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled.
- Works independently in carrying out day-to-day activities.
- Have authority to order parts and supplies, as required.

Impact

- Work results can have an impact within immediate work area, department/group and within the organization. Additionally, equipment, processes and systems, information, facilities, material resources and health and safety may be impacted. Effective diagnosis and repair of electronic equipment such as a vhf radio in an ambulance or repairs to a network or phone connection prevents issues with communications and daily work activities can continue without interruption.
- Mistakes or errors such as breaking a fibre cable can result in shutting down the communications throughout the organization.
- Errors with equipment, and network or phone connections are typically identified and resolved within hours of problem identification.

Development and Leadership of Others

- There is no supervision of staff but may provide assistance to new employees.

WORKING CONDITIONS

Environmental Working Conditions

- There is a requirement to use a fall arrest harness when repairing a broken radio antenna or a satellite TV dish on top of a building.
- The likelihood of minor cuts, bruises, abrasions, minor illnesses resulting from hazards in the job is limited.
- Occasionally exposed to dirt, dust, filth or garbage when running network and phone cables, limited ventilation and lighting when working in confined spaces above the ceiling tiles, dangerous heights or depths when working on top of buildings repairing broken radio antennas or a satellite TV dish and electrical shocks when working with electronic equipment.