

# CARROLL COUNTY BOARD OF EDUCATION

## Job Description For Maintenance Technician IV

**QUALIFICATIONS:** Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of skilled electronic maintenance and repair experience.

**REPORTS TO:** Maintenance Director

**JOB GOAL:** Perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; lead other Maintenance Technicians as necessary; work independently in advanced trades such as computer repair, electronic repair, energy system repair and telecommunication repair. The Maintenance Technician IV performs advanced skilled crafts work in one or more specialties such as computer repair, electronic repair, energy system repair and telecommunications repair and may lead other Maintenance Workers and Technicians.

### PERFORMANCE RESPONSIBILITIES:

1. Design, sketch, organize parts list and obtain supplies for assigned projects. Take worker order with the direction of the supervisor to the worksite and develop a plan to execute the job effectively and safely within the allotted time provided.
2. Operate a wide variety of hand and power tools, testing and measurement devices and other technical instruments used in the repair and maintenance of electronics equipment.
3. Adjust, calibrate and troubleshoot assigned electronics equipment; diagnose failures and malfunctions and determine appropriate repair requirements.
4. Provide assistance, information and technical expertise to faculty and students regarding the safe and proper operation and maintenance of assigned equipment.
5. Disassemble faulty equipment and remove defective parts; install new parts and restore proper operation.
6. Communicate with vendors and manufacturers regarding parts, pricing purchases and product information.
7. Assure compliance with a variety of codes, laws and regulations related to the use of radio broadcasting and video recording equipment; observe approved safety standards and precautions in working with high voltage.
8. Maintain current knowledge of technological advancements and developments in the field of electronics; recommend the purchase of new equipment and the retirement of damaged or obsolete items.
9. Assist as needed in the preparation of the annual budget for equipment repair and replacement; research

the cost, technical specifications and compatibility of electronics equipment.

10. Prepare and maintain a variety of records related to equipment maintenance and repair, inventory control, service manuals and wiring diagram%
11. When maintenance issues arise or are observed, address the problem(s) as need and document the work completed.
12. Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Methods, equipment and materials used in the repair and maintenance of electronic equipment and systems.
- Theory and practices of electronic circuitry.
- Proper procedures, materials and equipment used in the repair, overhaul and maintenance of a variety of audio-visual and other electronics equipment.
- Record-keeping techniques.
- Principles and practices of providing work direction to others.
- Health and safety regulations.
- Applicable sections of State Education Code and other applicable laws.
- Technical aspects of field of specialty.

### **Ability to:**

- Repair, maintain, modify and adjust District audio, video equipment, and other electronic and electric equipment or systems as needed.
- Use service manuals and schematic diagrams to repair electronic and mechanical equipment.
- Perform preventive maintenance on assigned equipment.
- Work cooperatively with others.
- Meet schedules and time lines.
- Read, interpret and follow rules, regulations, policies and procedures.
- Use a variety of tools and test equipment utilized in the basic trade.
- Maintain records and logs. Communicate effectively with others.
- Operate precision tools and test equipment skillfully.
- Determine pricing, availability and compatibility of electronic parts and equipment.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Carroll County Board of Education policy

**EVALUATION:** Performance of this position will be evaluated in accordance with Carroll County Board of Education policy.