# **NSCA**

# **Sample Position Description**

# **Title:** Electronic Systems Technician

**Reports to:** Coordinator

**Class:** Full-Time

**Type:** Salary

**Revised:** 9/15/20XX

# **Primary Role:**

# *Responsible for the installation, troubleshooting and maintenance of electronic communication systems, including but not limited to, Nurse Call, Pro Sound, Paging, Intercom, Security/Access Control, CCTV, and Fire Alarm. The Electronics Systems Technician is responsible for installing and servicing the systems in the most efficient and effective manner to assure minimum down time and maximum performance. All installations and service must meet the highest quality standards set forth by {company name}, while assuring a professional and safe working environment. The technician is responsible for communicating system performance to the customer.*

**Responsibilities:**

1. Responds to customer's service related issues promptly
2. Responsible for the final hookup of electronics equipment for new jobs
3. Tests and documents readings for customer's systems
4. Updates customer files
5. Troubleshoots and repairs electronic components
6. Responsible for handling on-call duties on a regular scheduled basis
7. Trains and instructs the customer on the proper use of the equipment
8. Responsible for reading and interpreting wiring diagrams, schematics, and blueprints
9. Responsible for operation of the following test equipment: Volt Meter, Ohm Meter, Oscilloscope, Spectrum Analyzer, Multimeter, and Impedance Meter
10. Assists with preventive maintenance of customer equipment
11. Responsible for accurate tracking on time sheets, service/installation tickets and

inventory items

1. Full compliance with company's and customer's safety program
2. Research and obtain information on position specific training opportunities
3. Other duties as required or assigned by company management

### **Accountability:**

# The Electronic Systems Technician will be accountable to the Coordinator. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

The Electronic Systems Technician shall possess a two-year electronics degree or equivalent combination of education and related field experience. A working knowledge of communications systems is required.

## Travel:

Some out of town travel required.

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.