

**SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION**

FACILITIES ELECTRONIC TECHNICIAN

FLSA Exemption Status: Non-Exempt

Authorized: 02/02

Bd. Revised: 05/08

Job Summary

Using specialized knowledge and expertise in electrical and mechanical maintenance and repair, electronic systems, and programmable logic controller (PLC) theory and principles, performs a variety of skilled work in the inspection, diagnoses, troubleshooting, maintenance, and repair of the District's mechanical, electrical, and electronic equipment and systems, including compressed natural gas (CNG) equipment, fiber optics and telecommunications systems; instructs, assists and may serve in a lead capacity in the absence of supervisor; coordinates the work of contractors; safely operates District vehicles and equipment; practices safe work processes and contributes to the creation and maintenance of a safe working environment for self and others; and performs related work as assigned.

Distinguishing Characteristics

This is a specialized advanced journey-level job classification responsible for performing a full range of complex assignments requiring specialized knowledge and expertise relative to the inspection, installation, maintenance and repair of the District's mechanical, electrical and electronic equipment and systems, including fiber optic networks and telecommunication systems.

Supervision Received

Receives limited supervision within a framework of standard operating policies and procedures.

Supervision Exercised

May provide technical direction and/or serve as a lead to other Facilities Maintenance employees. May coordinate and/or oversee the work of contractors as assigned.

Essential Functions and Responsibilities

Using electrical and electronic digital and analog test equipment and associated tools, inspects, troubleshoots, and maintains electrical, mechanical, electronic, network I/O devices, and PLC control systems and components; installs fiber optics; interprets test results to diagnose malfunctions; plans troubleshooting procedures using schematics, diagrams, and technical manuals; installs and maintains communication, electrical, and mechanical equipment such as motors, generators, climate control units, and related electronic controls; analyzes and diagnoses equipment problems; performs preventative maintenance and scheduled inspections of mechanical, electrical and electronic equipment and systems; interprets work orders; maintains and repairs shop machinery, power tools, public address (PA) systems and CNG equipment;

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coordinates efforts with equipment technical support providers; safely operates District vehicles, tools, and equipment required in the normal performance of duties; may coordinate the work of contractors; instructs, assists and/or provides functional supervision in a lead capacity to employees in other classifications; identifies safety hazards; performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:

High school diploma or equivalent. Advanced education with coursework in electrical systems or electronics is highly desirable.

Required Prior Experience:

Three years of full-time journey level work experience successfully performing duties related to the inspection, diagnosis, troubleshooting, maintenance and repair of mechanical, electrical, and/or electronic systems, controls and equipment; or successful completion of District sponsored certification and training program.

Licenses and/or Certificates:

Possession of a valid Class C California Driver's License; a satisfactory driving record; possession of, or ability to obtain a Refrigeration Recovery/Containment Certificate Type II (per Federal EPA regulations) within 90 days of appointment; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment; required to obtain the tools for the Facilities Electronic Technician by the end of the probationary period.

Required Knowledge of:

- Electrical, mechanical, electronic, and PLC theory and principles.
- Methods, tools, materials and equipment used in the operation, maintenance and repair of facilities, fixtures and mechanical, electrical and electronic systems and equipment.
- Principles and practices related to fiber optic installation.
- Standard and proper use of tools and equipment common to the trade.
- Care and maintenance of commonly used hand and power tools and equipment.
- Pertinent local, state and federal codes and safety regulations.
- Standard and accepted preventative maintenance requirements.
- Standard and accepted first aid and safety practices.
- Proper handling and disposal of material containing blood borne pathogens.

Required Ability to:

- Effectively perform skilled maintenance tasks on the District's electrical, electronic and mechanical systems, facilities, property, fixtures and equipment.
- Inspect, test, adjust, repair, replace, rebuild, and overhaul electrical, mechanical,

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electronic and PLC equipment, assemblies, sub-assemblies and related equipment, machinery and tools.

- Read and interpret work plans, operations, service and technical manuals, schematics, diagrams and logic circuits.
- Effectively use testing instruments and automated diagnostic tools.
- Troubleshoot/diagnose and correct infrastructure problems with Districts facilities, equipment and property.
- Exercise good judgment and effectively solve practical problems
- Understand and effectively follow both oral and written instructions.
- Work independently for long periods of time and as a positive team member.
- Accurately calculate proportion, area, volume, and circumference and effectively apply basic algebraic concepts.
- Demonstrate the proper use of voltmeter, ammeter, ohmmeter, hand tools and other tools commonly used in the performance of assigned work responsibilities.
- Learn new skills and adapt to new and evolving technologies.
- Safely operate a variety of District equipment and vehicles.
- Coordinate the work of contractors; and direct and instruct less experienced employees on proper work methods and use of tools and equipment.
- Use tact and diplomacy in interactions with employees, contractors and the general public.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform the essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- Working knowledge of personal computers and a variety of Windows applications
- Learn and effectively use GroupWise email software.
- Learn and effectively use SAP PM/RM work order computer software.
- Learn and effectively use GPS system

Physical and Mental Requirements

The essential functions of this job are performed both inside and outside in various weather conditions, exposing incumbents to extreme heat and cold. Work is frequently performed on ladders and scaffolding at elevated heights and around vehicles, equipment and machinery with moving parts. Incumbents are regularly subjected to vibration and exposed to 480 volts of electrical energy, toxic and/or caustic solvents and chemicals, dust, fumes, smoke, gases, grease, oils and intermittent loud noise. Occasionally, work is performed below ground, in confined spaces, and/or on uneven, wet and slippery surfaces.

Depending upon assignment, the essential functions of the job require incumbents to walk for extended periods of time; to climb ladders, to stoop, kneel, crouch, crawl, and stand, to occasionally sit for extended periods of time; to extend arms and use upper extremities, finger dexterity and hand strength to reach, pick, pinch and grasp tools and

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controls and/or to feel the attributes of objects by touch; to lift objects weighing up to 75 pounds; to carry objects weighing up to 50 pounds; to push and pull objects weighing up to 75 pounds; to hear and talk to receive and communicate instructions and other information; to bend and twist torso and rotate neck; to see objects clearly within one to twenty feet, using a full field of vision, good depth perception and the ability to view objects at night; and to operate vehicles and equipment requiring the use of both hands and feet.