



Job Title	Electronic Specialist	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	15068

Class Specification – Electronic Specialist

Summary Statement:	
The purpose of this position is to participate in the installation, modification, maintenance, and renovation of traffic control systems and peripheral equipment; and to perform a variety of technical tasks relative to assigned area of responsibility.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Assist in the planning, design, installation, maintenance, and repair of traffic control systems, intelligent traffic system, and fiber optic interconnect. Ensure proper intersection operation, configuration, and documentation; assess special project including inspection, feasibility, installation, operation, and modification of hardware and software. Respond to, investigate, analyze, and troubleshoot all complaints and requests concerning the operation of traffic control systems and peripheral equipment. Troubleshoot and repair electronic, electrical-mechanical, and optical equipment to the component level.
35%	Program all microprocessor based traffic controllers and peripherals for specific intersection applications; decipher unique and complex problems; investigate, test, and monitor newly developed software revisions. Verify the operation, repair, and documentation of fiber optic communication systems from the centralized office computer through the data concentrator to the point of destination in the field.
30%	Provide maintenance and repair services for various electronic systems at the City airport; and establish and perform routine preventive maintenance on assigned systems. Confer with manufacturers to maintain knowledge of existing upgrades and solutions to engineering problems.

Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.



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Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by college level course work in electrical engineering, electronic engineering, or a related field.

Experience: Three years of full-time experience in the installation, testing, maintenance, and repair of electronic control, monitoring systems, and related instrumentation.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



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Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Warehouse
Extreme Temperature	Daily
Wetness and Humidity	Seasonally
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014