

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ELECTRONICS SHOPS SUPERVISOR (Range S-25)

BASIC FUNCTION:

Under the direction of the Assistant Director-Maintenance and Operations, plan, organize, coordinate and direct the repair, installation, maintenance and special projects of the skilled electronics crew; prioritize, schedule and assign daily work and other maintenance projects; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct the repair, installation, maintenance and special projects of the skilled electronics crew; drive a vehicle to visit work sites to review and inspect work in progress and completed projects. *E*

Supervise and participate in the troubleshooting and repair of electronic alarm systems, business machines or computers. *E*

Receive and review incoming job orders; plan, organize, prioritize and assign daily work and other maintenance projects; review and make recommendations for changes of plans for new construction. *E*

Research, evaluate and confer with vendors regarding department supplies, materials and equipment; order and inventory supplies and materials according to established procedures; coordinate work with contractors as needed. *E*

Evaluate equipment for replacement or discard as appropriate. *E*

Train, supervise and evaluate the performance of assigned staff; process personnel records; make recommendations concerning staffing; interview, select, terminate and discipline assigned staff according to District policies and procedures; conduct in-services as assigned. *E*

Prepare and maintain records and reports related to assigned activities. *E*

Operate a computer and various hand tools and equipment. *E*

Communicate with contractors, District personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding work orders and scheduling of projects; confer with District personnel regarding electronics maintenance needs. *E*

Oversee the operations of the mail room as assigned; evaluate postage equipment for replacement; coordinate postal procedures in services for processing of bulk mail. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requirements of maintaining electronic equipment and systems in good repair.

Technical aspects of electronics.

Proper methods, materials, tools, terminology and equipment used in the electronics trades.

Operation of a computer terminal and data entry techniques.

District organization, operations, policies and objectives.

Principles of training and providing work direction.

ABILITY TO:

Plan, organize, coordinate and supervise the repair, installation, maintenance and special projects of the journey-level electronics crew.

Plan, organize, prioritize and assign daily work and deferred maintenance projects.

Estimate cost of materials and labor.

Train, supervise and evaluate the performance of assigned staff.

Operate a computer terminal.

Work from blueprints, shop drawings and sketches.

Inspect electronics equipment and systems for maintenance and repair needs.

Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years technical trade school training and five years of increasingly responsible skilled electronics experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Climbing ladders and working from heights.

Sitting or standing for extended periods of time.

Bending at the waist, seeing to read work orders.

Dexterity of hands and fingers to operate a computer keyboard and tools and equipment.

Hearing and speaking to exchange information.

HAZARDS:

Exposure to electrical power supply and high voltage.

Fumes and chemicals from solvents.