

1.1.12 ELECTRONICS TECHNICIAN

Nature of the work

The principal and customary work of an employee in this class of employment consists in carrying out various technical duties related to the maintenance, calibrating, configuration, repair and installation of systems, instruments and equipment related to electronics, office automation systems, including peripheral equipment and telecommunications.

Characteristic functions

The employee in this class of employment installs, maintains and repairs electronic and office automation equipment and apparatus of the school board, such as communication, alarm and remote control systems, surveillance system cameras, office automation apparatus, including peripheral equipment and measurement instruments.

If necessary, he or she prepares drawings, plans and specifications of the work to be done; may be required to supervise and monitor the quality of the work contracted out in the electronics field.

He or she may be required to install computer network cables.

He or she keeps an inventory of the equipment and parts; prepares reports on the maintenance, repair, quality and replacement of equipment; if necessary, fills out purchase orders; keeps the tools he or she uses in good condition.

He or she uses a computer and the necessary software to perform his or her duties, such as diagnostic software; conducts research on the Internet and may be required to assist a staff member with software and equipment specific to his or her work.

He or she may be required to train less experienced technicians as well as coordinate the work of support staff in performing duties related to the implementation of programs involving technical operations for which he or she is responsible.

If need be, he or she performs any other related duty.

Required qualifications

Schooling

Hold a Diploma of College Studies in *Technologie de l'électronique* (Electronics Technology) or a diploma or an attestation of studies recognized as equivalent by the competent authority.