POSITION PURPOSE
Repair, maintain and install computer hardware and electronic equipment. Specialized knowledge of electronics is used to service, repair and install equipment.

ESSENTIAL JOB FUNCTIONS
- Install computer hardware, peripherals and electronic lab equipment. Work with clients requesting installation to determine location, needs and users; ensure necessary electrical and/or phone service is available; perform manual installation of equipment including wiring. Install computer network.

- Repair and maintain computer, audio/visual and electronic lab equipment. Troubleshoot equipment; work with users to determine problem, procure supplies and parts needed for repairs; calibrate equipment to factory or user specification. Update existing equipment to keep current with user needs and vendor upgrades.

- Advise users on equipment and installation needs, costs and specification. Prepare cost estimates for equipment and installation; recommend equipment to accommodate needs; design electronic equipment to user specifications; diagnose equipment problems. Instruct users on basic use of computer and other equipment.

- Maintain records of department service and/or installation activity. Prepare estimates of equipment costs and proposals for installations. Report suggestions for equipment upgrades and new equipment requested. Ensure parts are available for repairs.

- Provide functional supervision to a small number (1-3) of students and part-time personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures. Advise users on equipment and network operation.

- Perform related work as assigned.
ADDITIONAL COMMENTS
This classification level utilizes specialized knowledge and mastery of electronic equipment to provide installation, repair and maintenance services. Position duties necessitate experience repairing and installation of equipment. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities, subject to supervisory approval and review. Incumbents must exercise keen attention to detail. Position duties expose incumbents to hazards that are fairly predictable and controllable or can be protected against. This position can be found throughout the University and reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS
- High school graduate or an equivalent combination of education and/or experience.
- Associate’s degree in electronic preferred.
- Reasonable experience in electronic equipment installation and repair.
- Ability to use electronic repair and calibration equipment.
- Considerable knowledge of audio/visual and computer hardware equipment.
- Ability to communicate effectively with others.
- Typically, incumbents have work in an electronic equipment repair facility.