WAYNE STATE UNIVERSITY

ISSUED: 6/93

TITLE: Lead Electronics Technician
SALARY SCHEDULE: Staff
CLASS CODE: SA525
UNION: Staff Association - Local 2071, U.A.W.
SALARY GRADE: 11
EEO CODE: 50
FLSA: Non-Exempt
E-CLASS: SA

POSITION PURPOSE

Plan, coordinate and participate in major repair and installation projects for electronic and computer equipment. Utilize mastery of electrical circuits and equipment to diagnose problems and train lower level staff.

ESSENTIAL JOB FUNCTIONS

- Diagnose problems and repair a variety of complex electronic and computer equipment used for research, performance of administrative job functions, student instruction and security purposes. Troubleshoot equipment; determine appropriate repair and parts needed based on information from users and evaluation of equipment; order and maintain stock of repair parts, equipment and supplies; calibrate equipment to factory or user specification.

- Plan and participate in the installation of computer hardware, peripherals and electronic laboratory equipment. Work with clients requesting installation to determine location, needs and users; prepare layouts for computer equipment and networks; ensure necessary electrical and/or phone service is available; perform manual installation of equipment and wiring. Install computer networks.

- Modify complex electronic equipment to keep current with technology improvements. Integrate electronic equipment to accommodate user needs; design circuit boards for use in research; install circuitry. Work with clients requesting equipment modification to determine needs and users of equipment. Modify and maintain custom designed equipment.

- Advise users on equipment and installation needs, costs and specifications. Prepare cost estimates for equipment and installation; recommend equipment to accommodate needs; design electronic equipment and circuitry to user specification; diagnose equipment problems. Instruct users on uses of networks, equipment and modification.

- Maintain records of department service and/or installation activity. Prepare recommendations and cost estimates of equipment; develop proposals for installation and modifications as needed. Report suggestions for equipment and circuitry upgrades and new equipment requested. Ensure parts are available for repairs.

- Provide functional supervision to a large number (7-10) of other technical and part-time temporary personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures. Advise users on electronic equipment operation.

- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level utilizes mastery of complex electronic equipment and specialized knowledge of repair and maintenance techniques in order to plan, install, repair and diagnose equipment. Duties are procedural in nature, but an awareness of related work is essential. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set priorities, subject to supervisory approval and review. Incumbents must exercise keen attention to detail and the ability to communicate effectively with University personnel, students and the general public. Functional supervision is exercised over a large number (7-10) of technical and part-time temporary personnel. Work is performed in a workshop as well as on-site for installations and repairs. This position can be located throughout the University and reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Associates degree in electronics or equivalent.
- Considerable experience in electronic equipment modification and repair.
- Considerable diagnostic experience.
- Ability to use electronic repair and calibration equipment.
- Prior supervisory experienced preferred.
- Extensive knowledge of a variety of complex circuitry and electronic equipment.
- Ability to communicate effectively with others.
- Typically, incumbents have held lower level Electronics Technician positions.