



## **Electronics Specialist 2**

**Category:** Classified  
**Pay Grade:** C24  
**Job Code:** 13784

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs advanced technical work with supervisory responsibility in the installation, modification, maintenance, and repair of electronic and electrical instrumentation, equipment, and control systems; maintains responsibility for complex computer based electronically controlled instrumentation systems, however, other advanced responsibility for electrical power systems and mechanical assignments may be included with this work; works in the design and development of complex electrical and electronic instrumentation, electric power support systems, specialized equipment, and master control systems.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Performs installation, maintenance, modification, calibration, and repair of electronic and electrical instrumentation, equipment, and control systems and exercises lead responsibility over others on project basis, or as assigned;
- Plans, assigns, and reviews the work of subordinate personnel and processes payroll and attendance;
- Performs installation, maintenance, modification, calibration, and repair of complex electrical power systems, related instrumentation, equipment, and control systems and exercises lead responsibility over others on supervision or project direction;
- Detects causes of electronic and electrical failures, interprets and ensures compliance with established codes, calculates data necessary for wiring instrument systems, and requisitions supplies and materials needed to complete tasks;
- Trains new Electronics Specialists and other skilled personnel in all phases of a variety of electronic and electrical instrumentation, equipment, and control systems and provides technical advice and assistance and acts in a supervisory capacity;
- Inspects instrumentation and equipment to determine operating conditions and needed repairs and modifications;
- Performs bench work repairs and overhauls and rebuilds complex electronic or electrical equipment;
- Inspects and evaluates the work of subordinate level employees;
- Enters payroll information for employees under supervision;
- Performs emergency and routine field servicing of complex electrical power systems, backup power generating systems, equipment, and performs tests on parts, modules, or assemblies;
- Prepares sketches, preliminary, or work plans for establishment or modification of electrical systems;
- Establishes major project time and cost estimates, attends pre-design meetings, reviews project specifications, and coordinates crew activities with crew leaders, supervisors, and managers;
- Establishes and maintains administrative and office procedures for the crew and assists in the preparation of annual section budgets;
- Prepares purchase orders to complete work and obtain parts for repairing equipment;
- Arranges for repairs and serves as technical review specialist for work completed by outside vendors performing work on county operations;
- Coordinates and schedules with contractors for all life safety inspections and certifications;

- Audits safety performance and compliance, taking appropriate actions to correct hazards;
- May perform both low voltage and high voltage tasks depending on area of assignment;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Three (3) years of highly automated computer based electronics instrumentation installation, maintenance, and repair experience that includes one (1) year in a supervisory capacity; or an Associate's degree or two-year technical degree in directly related coursework plus two (2) years of highly automated computer based electronics instrumentation installation, maintenance, and repair that includes one (1) year in a supervisor capacity; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Special skilled trade licenses, courses, and training to support job specific work requirements.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of standard tools, methods, theories, materials, and practices of the electronic and electrical trades and local and state electrical codes;
- Knowledge of electronic theory and equipment and electronic maintenance and repair practices and procedures;
- Knowledge of operating characteristics, capabilities, and limitations of computer equipment and routine computer operations and terminology;
- Skill in the use of tools and equipment used in the electronic and electrical trades;
- Skill in troubleshooting automated systems and isolating breakdown causes;
- Ability to relate technical information in a manner understandable to subordinates, superiors, and members of the public;
- Ability to conduct tests, analyze results, take corrective steps, and apply knowledge of electronic theory and troubleshooting procedures;
- Ability to interpret and work from technical sketches and blueprints and locate, define, and repair defects in equipment;
- Ability to use a computer to complete assignments, track work, prepare communications, reports, etc.;
- Ability to use or repair small, medium, and heavy equipment and machinery.

### **PHYSICAL/MENTAL DEMANDS**

This work requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.

- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

#### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.