



City of Kansas City, Missouri Job Class Specification

Job Title: ELECTRONICS TECHNICIAN **Department:** MULTI
Job Code: 5220 **Status:** NONEXEMPT **Grade:** L-6

Summary

This is skilled electronics work in diagnosing, repair and maintenance of electronic equipment and instruments.

Work involves responsibility for the installation, maintenance and repair of radio systems, public address systems, electronic water detection and measurement instruments, building automation systems, traffic signal controllers and related equipment, fire department communications equipment and lighting and siren devices at fire stations or on emergency and officials' vehicles. Work is reviewed in process and upon completion.

Duties and Responsibilities

- Checks frequency modulation of civil defense transmitter and adjusts if necessary; takes voltage readings and records same in legally specified manner; checks components and parts and replaces them in case of a low voltage reading.
- Takes voltage reading in radio control box; uses a decoder tester to test the decoder and control panel; replaces defective radio parts or entire units; repairs and adjusts speaker amplifiers in fire stations.
- Plans, schedules and performs installations and repairs to voice and data devices and equipment; wires and configures controlling equipment.
- Installs electronic transmitters and receivers; calibrates electronic equipment; makes necessary tests with special devices to ensure that equipment is functioning properly.
- Maintains, replaces and repairs a telemetering system involved in the operation of elevated water tanks; maintains and makes periodic calibrations of water pressure gauges.
- Maintains and operates electronic public address facilities in the municipal facilities including amplifiers, speakers, microphones, microphone stands, cords, plugs, and related accessories; confers with users as to specific electronic requirements for a particular show, exhibit, or convention.
- Installs and repairs traffic signal controllers, streetlights and associated hardware and wiring.
- Locate underground cables and wires.
- May act as a lead worker.
- Install, repair, and maintain building lighting systems, and associated hardware, software, and wiring.
- Assist Maintenance Electricians as needed.

- Technical Skills**
- Performs related duties as required
 - Must demonstrate knowledge of the methods, materials, tools, and equipment used in the repair of electronic equipment; the principles of electrical theory as applied to electronic circuits; Telecommunications theory and configuration of key and PBX systems; Federal Communications Commission regulations governing the operation and maintenance of two-way radio equipment; The occupational hazards and the proper safety precautions to be taken; basic computer.
 - Must demonstrate ability to detect and repair defects and malfunctions in electronic equipment or voice and data circuits; Adjust and service electronic power transmitters and receivers; Understand and interpret electronic circuit diagrams; Understand and follow, quickly and accurately, written and oral instruction.
 - Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions, calculate percentages, and convert units of measure.

Education and Experience

High school graduation and three (3) years of experience as an electronics technician or telecommunications technician.

OR

Associate's degree or its equivalent in electronics and one (1) year of related experience.

- Certificates/
Licenses/Special
Requirements**
- For specific positions candidates may be required to possess a second class Federal Communications Commission technician's license.
 - Must pass a physical examination as prescribed by the City.
 - For certain positions, candidates must have valid State –issued drivers license in accordance with the City of KCMO policies.
 - Will be required to pass a preemployment drug screen
 - Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

None.

**Supervision
Received**

Work is performed under the general supervision of an administrative or technical superior.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

9/06

Revised

05/10, 8/2022 ,01/2024