

**OCCUPATIONAL GROUP: Trades**

**CLASS FAMILY: Electronic Services**

**CLASS FAMILY DESCRIPTION:**

**This family of positions includes those who perform various duties in the operation, installation, maintenance and repair of electronics and/or electronic component systems. These positions may include communication and broadcasting. These positions perform duties ranging from entry level to manager.**

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**CLASS TITLE: Electronic Services Technician**

**DISTINGUISHING CHARACTERISTICS:**

These positions perform skilled work at the beginning level in the maintenance and repair of standard electronic and telecommunication devices. They do not have budgetary or supervisory responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs duties related to electronic and/or telecommunication equipment, such as radios, global positioning equipment, radar, traffic signal and lighting systems or video recording systems.
- Assists with and/or installs electronic equipment.
- Assists with and/or repairs electronic equipment.
- Assists with and/or calibrates electronic equipment.
- Assists with and/or programs electronic equipment.
- Assists with and/or tests electronic equipment, ensuring performance and operation of equipment is compliant with specifications and standards.
- Keeps records of maintenance performed and materials used.
- Maintains necessary parts and supplies, keeping inventories.
- May assist cities and municipalities with the installation and maintenance of electronic equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles of electronics and electricity.
- Knowledge of the basic safety practices for working with electricity and electronic circuits.
- Knowledge of the state and federal regulations regarding equipment and scale calibration.
- Ability to install, repair, test, program and calibrate equipment.
- Ability to read and interpret electrical drawings and circuit diagrams.
- Ability to use electronic and electrical test equipment.

- Ability to disassemble and assemble electronic equipment and scales.
- Ability to safely work at high heights.
- Ability to maintain records and inventories.
- Ability to establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent.

**Experience:** 1-3 years full-time or equivalent part-time paid work experience related to Electronic Services.

**Education & Experience Substitution:** Successful completion of an approved vocational school program in electronics of at least 1080 clock hours or an Associate Degree related to Electronics from a regionally accredited college or university may be substituted for the required experience on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid Driver's License may be required. A general FCC license may be required.

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**CLASS TITLE:** Electronic Services Associate

**DISTINGUISHING CHARACTERISTICS:**

These positions perform skilled work at the full performance level in the installation, maintenance and repair of standard electronic devices and communication systems. They may require specialized skills and knowledge in one particular area of communications. These positions may serve as a lead worker. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs duties related to electronic and/or telecommunication equipment, such as radios, global positioning equipment, radar, traffic signal and lighting systems or video recording systems.
- Performs and/or leads the installation of electronic equipment.
- Designs, develops, fabricates and/or modifies equipment for proper installation.
- Performs and/or leads the repair electronic equipment.
- Performs and/or leads the calibration electronic equipment.
- Performs and/or leads the programming of electronic equipment.
- Tests and/or leads the testing of electronic equipment, ensuring performance and operation of equipment is compliant with specifications and standards.
- Keeps records of maintenance performed and materials used.
- Maintains necessary parts and supplies, placing orders and keeping inventories.
- May assist cities and municipalities with the installation and maintenance of electronic equipment.
- May be responsible for scheduling, assigning and distributing work, if a lead worker.
- May be responsible for training other employees, if a lead worker.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles of electronics and electricity.
- Knowledge of the basic safety practices for working with electricity and electronic circuits.
- Knowledge of the state and federal regulations regarding equipment and scale calibration.
- Ability to install, repair, test, program and calibrate equipment.
- Ability to read and interpret electrical drawings and circuit diagrams.
- Ability to use electronic and electrical test equipment.
- Ability to disassemble and assemble electronic equipment and scales.
- Ability to safely work at high heights.
- Ability to maintain records and inventories.
- Ability to establish and maintain effective working relationships.
- May require ability to lead, oversee and/or train other workers.

## **MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent.

**Experience:** 2-4 years full-time or equivalent part-time paid work experience related to Electronic Services.

**Education & Experience Substitution:** Successful completion of an approved vocational school program in electronics of at least 1080 clock hours or an Associate Degree related to Electronics from a regionally accredited college or university may be substituted for the required experience on a year-for-year basis.

**Certificates, Licenses, Registrations:** A valid Driver's License may be required. A general FCC license may be required.

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**CLASS TITLE:** Electronic Services Coordinator

### **DISTINGUISHING CHARACTERISTICS:**

These positions perform advanced level supervisory work overseeing the activities of the installation, maintenance and repair of electronic devices. They do not have budgetary responsibilities, but may monitor and control expenditures. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, assigns, participates, supervises and reviews the work of staff involved in the installation, maintenance, programming and repair of electronic equipment, providing technical support.
- Ensures work is compliant with all applicable codes, laws, rules and regulations.
- Estimates time, cost, labor, equipment and material needs.
- Writes specifications and reviews proposals for the procurement of equipment and/or services.

- Troubleshoots problems with technical equipment and operations, formulating plans of action to address issues.
- Plans, procures parts, supplies, equipment and accessories to be used in installations and repairs.
- Researches, plans, coordinates and oversees installation projects.
- Conducts inspections of work performed, ensuring quality and compliance.
- Oversees personnel matters and transactions, such as approving leave requests and conducting performance evaluations.
- Researches and monitors developments in technologies, techniques, equipment, supplies and materials.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of all aspects of electronic equipment specific to area of employment.
- Knowledge of the principles of electronics and electricity.
- Knowledge of the basic safety practices for working with electricity and electronic circuits.
- Knowledge of all applicable codes, laws, rules and regulations governing work.
- Knowledge of supervisory techniques and personnel transactions.
- Ability to effectively supervise and lead other employees.
- Ability to perform the duties of employees supervised.
- Ability to troubleshoot problems that may occur with electronic devices.
- Ability to procure parts, supplies, equipment and accessories.
- Ability to ensure quality and compliance of work.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Associate's Degree from a regionally accredited college or university related to electronics.

**Experience:** 3-5 years full-time or equivalent part-time paid work experience related to Electronic Services.

**Education & Experience Substitution:** Full-time or equivalent part-time paid work experience related to Electronic Services may substitute for the required education on a year-for-year basis.

**Certificates, Licenses, Registrations:** Certification of the Society of Broadcast Engineers may be preferred.

**CLASS TITLE:** Electronic Services Supervisor

#### **DISTINGUISHING CHARACTERISTICS:**

These positions perform advanced level work overseeing the operational and production aspects of broadcasting and/or communications systems. These positions have input into setting a budget, are responsible for staying within an assigned budget and have supervisory responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees all aspects of the operation of equipment, such as studios, microwave delivery systems, transmitters and receivers, ensuring compliance with all applicable codes, laws and regulations.
- Performs direct supervision of employees, scheduling and assigning work and overseeing related personnel matters and transactions.
- Trains employees supervised in the performance of their duties.
- Oversees both capital and operational budgets, staying within assigned budgets.
- Identifies problems with electronic equipment, engineering solutions.
- Researches new technologies and approaches to accommodate future operations.
- Ensures maximum effectiveness of use of the technologies available.
- Writes specifications for bids for purchase.
- Keeps inventories of items received.
- Researches, applies for and oversees grants.
- Oversees and supervises installations of electronic equipment and/or major renovations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of all aspects of broadcast equipment and operations.
- Knowledge of the principles of electronics and electricity.
- Knowledge of the basic safety practices for working with electricity and electronic circuits.
- Knowledge of all applicable codes, laws, rules and regulations governing work.
- Knowledge of supervisory techniques and personnel transactions.
- Ability to effectively supervise and lead other employees.
- Ability to perform the duties of employees supervised.
- Ability to oversee and stay within assigned budgets.
- Ability to troubleshoot problems that may occur with electronic devices.
- Ability to oversee purchases, maintain records and inventories.
- Ability to research, apply for and oversee grants.
- Ability to oversee and supervise installations of electronic equipment and/or major renovations.
- Ability to establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:**

**Education:** Associate's Degree from a regionally accredited college or university related to electronics.

**Experience:** 6-8 years full-time or equivalent part-time paid work experience related to Electronic Services.

**Education & Experience Substitution:** Full-time or equivalent part-time paid work experience related to Electronic Services may substitute for the required education on a year-for-year basis.

**Certificates, Licenses, Registrations:** Certification of the Society of Broadcast Engineers may be preferred.

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**CLASS TITLE:** Electronic Services Manager

**DISTINGUISHING CHARACTERISTICS:**

These positions perform managerial duties overseeing a statewide communications system, such as the Emergency Medical Services system, and/or a broadcasting system, such as the WV Educational Broadcasting system, with responsibility for oversight for all related electronic equipment. They may serve as a system planner and/or engineer. These positions may be responsible for setting and controlling a budget, staying within an assigned budget, as well as grants management to include research/application and management. These positions have supervisory responsibility. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Manages the operations of a statewide communications and/or broadcasting system.
- Supervises employees, overseeing all related personnel matters and transactions.
- Troubleshoots problems with technical equipment and operations, formulating plans of action to address issues.
- Manages and oversees all related buildings and sites, such as tower sites.
- Responds to inquiries or complaints from customers, regulators, agencies, or members of the business community.
- Plans, designs and implements systems.
- Coordinates activities with outside entities and federal, state and local agencies.
- Ensures all equipment is in operating order.
- Oversees and/or writes specifications for bids for purchases.
- Oversees inventories, ensuring that there are sufficient materials and replacement parts.
- Acquires, develops and manages sites associated with construction projects, coordinating with contractors/
- Researches new technologies and approaches to accommodate future operations.
- Ensures maximum effectiveness of use of the technologies available.
- Sets and oversees budgets, ensuring planning for future growth.
- Researches, applies for and oversees grants.
- May oversee an assigned fleet of vehicles.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of all aspects of equipment and operations specific to area of employment.
- Knowledge of all applicable codes, laws, rules and regulations governing work.
- Knowledge of the principles of electronic systems specific to area of employment.
- Knowledge of administrative and personnel management practices.

- Knowledge of grant management.
- Skill in using a variety of computerized equipment.
- Ability to plan, direct and coordinate the program and related administrative activities.
- Ability to troubleshoot and resolve both technical and operational problems.
- Ability to set, oversee and stay within assigned budgets.
- Ability to oversee purchases, maintain records and inventories.
- Ability to research, apply for and oversee grants.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree from a regionally accredited college or university related to electronics.

**Experience:** 7-9 years full-time or equivalent part-time paid work experience related to Electronic Services.

**Education & Experience Substitution:** Full-time or equivalent part-time paid work experience related to Electronic Services may substitute for the required education on a year-for-year basis

**Certificates, Licenses, Registrations:** FCC Licensure, Microwave Certification and/or IT Networking-Cisco Certification may be required.