

City of Fort Worth, Texas Job Description

Classification Title	Electronics Technician		
Job Code:	TC5100	Job Family:	Technical/Para-Professional
Pay Grade	504	Date Created:	06/21/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Installs emergency lighting systems and special equipment for police and related emergency vehicles and trucks. Modifies and fabricates related electrical systems and replaces malfunctioning electrical components. Provides related technical assistance to assigned supervisory staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Designs interfaces for a variety emergency lighting, communications, and mobile data computer systems; ensures correct voltage and amperage for specific equipment.
2. Installs and removes or replaces emergency lighting equipment, radios, mobile data computers (MDCs), video systems, physical barriers, flare boxes, stop sticks, City of Fort Worth decals and markings for emergency vehicles and police motorcycles.
3. Troubleshoots, diagnoses and repairs emergency lighting equipment using multimeter, hand tools, wiring schematics and interfacing with the City's specific emergency lighting equipment.
4. Sets up K-9 Units with dog cages, hotdog unit, door popper and door popper remote.
5. Designs special equipment and harnesses to adapt police specific equipment to vehicles.
6. Maintains accountability of shop stock, parts and equipment needed for repairs and/or installation on new and old police emergency vehicles.
7. Evaluates mechanical repair history of vehicles as needed to make recommendations about vehicle disposal and future financial investment and replacement to the section supervisor.
8. Communicates professionally with sworn personnel at all levels of the department regarding the condition, usage, repair, maintenance, replacement, and disposal of the fleet assigned to them.
9. Performs related duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Electrical and component installation, modifications, removals and related minor repairs.
 - Manufacture of electrical systems.
 - Electrical theory.
 - Shop stock, parts and equipment.
 - Multimeter and basic automotive hand tools.
 - Electrical schematics and related equipment.
 - Volt and OHM meters.
 - Automotive electrical systems and related components.
- Skill in:
 - Electrical schematic readings.
 - Hand tool use.
 - Making sound decisions.
 - Operating assigned equipment.
 - Time management.
 - Making observations.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Perform electrical and component installation, modifications, removals and performs related minor repairs.
 - Read technical literature.
 - Respond to requests and inquiries from the general public.
 - Maintain accountability of shop stock, parts and equipment.
 - Perform work using multimeter, basic automotive hand tools; use electrical schematics and related equipment.
 - Troubleshoot automotive electrical systems and related components.
 - Work independently in the absence of supervision.
 - Respond to requests and inquiries from the general public.
 - Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High school diploma/GED and one year experience of responsible basic automotive electrical repair or modification and installation of related electrical components and equipment.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.