



**Title:** Electronic Systems Technician  
**Reports To:** Operations Manager  
**Class:** Full-Time (M-F: 8-5 p.m.)  
**Type:** Hourly (Range: varies on qualifications)  
**Revised:** 10/29/2008

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**Primary Role:**

*Responsible for the installation, troubleshooting and maintenance of electronic communication systems, including but not limited to Pro Sound, Video Projection, Paging, Intercom, CCTV and Lighting. The Electronics Systems Technician is responsible for installing and servicing the systems in the most efficient and effective manner to assure minimum down time and maximum performance. All installations and service must meet the highest quality standards set forth by Audio Video Electronics, while assuring a professional and safe working environment. The technician is responsible for communicating system performance to the customer.*

**Responsibilities:**

1. Responds to customer's service related issues promptly
2. Responsible for the hookup of electronics equipment for new jobs
3. Tests and documents readings for customer's systems
4. Updates customer files
5. Troubleshoots and repairs electronic components
6. Responsible for handling on-call duties on a regular scheduled basis
7. Trains and instructs the customer on the proper use of the equipment
8. Responsible for reading and interpreting wiring diagrams, schematics, and blueprints
9. Responsible for operation of the following test equipment: Volt Meter, Ohm Meter, Oscilloscope, Spectrum Analyzer, Multimeter, and Impedance Meter
10. Assists with preventive maintenance of customer equipment
11. Responsible for accurate tracking on time sheets, service/installation tickets and inventory items
12. Full compliance with company's and customer's safety program
13. Research and obtain information on position specific training opportunities
14. Other duties as required or assigned by company management

**Accountability:**

The Electronic Systems Technician will be accountable to the Operations Manager. Secondary accountability will be to the other management team members, employees and customers of the company.

**Qualifications:**

The Electronic Systems Technician shall possess a two-year electronics degree or equivalent combination of education and related field experience, and must have or be able to test for a Minnesota Power Limited Technician License. A working knowledge of communications systems is required.

**Travel:**

Some out of town travel required.

**Other:**

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.