

The University of Akron
Classification Specification

Job Title:	Electronic Technician	Job Code:	80551
Job Function:	Staff	Grade:	118
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	3000 Information Technology Division	Date:	2/5/14

Job Summary:

Maintain, install, and repair campus equipment while performing research and making recommendations regarding the acquisition of new equipment or system upgrades.

Essential Functions:

25% Administer various electronic systems and provide maintenance and repairs for specific equipment and facilities. Evaluate defective systems and direct corrective measures while testing and setting up new equipment and systems. Analyze problems and perform research to assist in providing an effective solution.

20% Evaluate new and existing technology, study operation manuals and vendor literature, and make recommendations for equipment installations and upgrades. Coordinate installation projects with University shops and commercial vendors.

15% Process various requests from the campus community and assess University needs to provide appropriate technical assistance, support, or instruction.

15% Coordinate projects for designing and developing systems. Oversee the daily operations of the department to promote cooperation between departments and compliance with government regulations.

15% Perform scheduling and planning duties to include preparing daily logs and reports, coordinating activities with other departments, preparing paperwork and documentation, and scheduling the use of equipment.

10% Control the inventory and order warranty replacement parts or other equipment when necessary.

Education:

Requires a relevant Associate Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in electronic and mechanical design and repair, computer system administration, and computer repair. Customer service, organizational, problem-solving, and time management skills required. Basic knowledge of computer applications including word processing, spreadsheet, software/hardware, networking, database, and operating systems required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.