

School District No. 33 (Chilliwack)

**UNION VACANCY NOTICE**

**(To be posted on all bulletin boards in the District)**

22-49  
Competition Number

May 17, 2022  
Date of Distribution

Electronic Applications must be submitted through Make a Future <https://bit.ly/3sWv7kp> and include a cover letter and resume by **12:00 p.m. PST, Friday, June 10, 2022.**

Effective: Immediately

Description: Electronics Technician – 2 Positions

Location: Facilities

Hourly Rate: \$27.68

Shift (subject to change): 7:00 p.m. – 3:30 p.m.

Hours per Day/Week: 8 hours per day 40 hours per week

Months per year: 12

**Deadline Date:** **June 10, 2022**

Qualifications, experience, training as per class specification. For further information, contact Mr. Tom Nichols, Manager of Facilities.

**Please Note:** Interested staff members should apply through Make A Future at <https://bit.ly/3sWv7kp> and include an updated resume stating experience, qualifications, and at least two current professional references, relating to the class specification.

# **ELECTRONICS TECHNICIAN**

**Division: 2 (Maintenance)**

**Reports to: Data Processing Supervisor**

## **Job Summary**

With minimal direction, the Electronics Technician performs installation and repair of electronic equipment. They work cooperatively with other employees, students, and the public.

## **Duties and Responsibilities**

- Installs, maintains, and repairs electronic equipment such as computer systems, security systems, fire alarms, and digital controls.
- Installs, maintains and repairs low voltage electrical systems such as telephone wiring, heating controls, and public address systems.
- Organizes and schedules repair requests.
- Diagnoses problems in computer systems or software.
- Estimates material required for projects.
- Maintains an up to date knowledge of computer systems and software.
- Maintains parts and supplies inventory.
- Coordinates workload of Trades Helpers or other maintenance employees.
- Reports work completed including time and material used.
- Cleans shop including emptying garbage cans.
- Performs other maintenance related or emergent duties.

## **Equipment Used**

Specialized testing equipment, hand tools, power tools, truck and other electronic equipment.

## **Required Knowledge, Ability, Skills**

- High school diploma or equivalent.
- Supplemented by four years' relevant course work or at least four years' equivalent experience.
- A valid B.C. Class 5 driver's license.
- Advanced knowledge of computer operating systems/networks.
- Knowledge of software and hardware analysis techniques.
- Knowledge of heating, ventilation and air conditioning systems.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to demonstrate fine manual dexterity.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work in confined areas and at heights.
- Ability to use courtesy and tact in the explanation of and discussion of information in contacts with students, suppliers, and other staff.
- Ability to effectively communicate both verbally and in writing.

- Ability to perform individually and as part of a team.
- Ability to maintain close attention to detail.