



Provincial Job Description

TITLE:
(107) Electronics Technician

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains and repairs electronic equipment.

QUALIFICATIONS:

- ◆ **Electronic Systems Engineering Technology diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Interpersonal skills**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Maintenance / Repair

- ◆ Maintains and repairs electronic building systems within the facility.
- ◆ Maintains and repairs fire alarm system.
- ◆ Removes old and installs new equipment.
- ◆ Performs inspections on the installation of new equipment.
- ◆ Maintains and repairs various therapy equipment/wheelchairs and client/resident electronics (e.g., remotes, beds).
- ◆ Repairs TVs, VCRs, microwave ovens and other consumer electronics.

B. Related Key Work Activities

- ◆ Creates work orders.
- ◆ Maintain equipment database.
- ◆ Orders and receives parts.
- ◆ Liaises and communicates with contractors, vendors and suppliers for parts, technical assistance and service.
- ◆ Assists Biomedical Engineering technologists.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with work area and processes.
- ◆ Cleans, tests and monitors equipment and systems.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 12, 2019