

Electronics Supervisor

Position Details

Class Code: 7575

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans/supervises the work of television technicians, audio-visual technicians, Electronics Technician II's, data processing technicians, and clock, fire alarm, and intercom technicians.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Surveys, plans, organizes, and directs the work of television technicians, Electronics Technician II's, data processing technicians, clock, fire alarm, and intercom technicians, and audio-visual technicians.
2. Supervises and inspects work in-progress; approves or disapproves work upon completion.
3. Troubleshoots, repairs, installs, and maintains televisions, video cassette recorders (VCR's), two-way radios, computers, radios, clocks, fire alarms and intercoms, cameras, assistive listening devices, audiometers, etc., to their component levels.
4. Inspects equipment and sites to determine materials/labor needs and costs; initiates work requests for repairs.
5. Serves as liaison between maintenance department, rehabilitation crews, and the fire department regarding fire alarm/intercom safety issues.

6. Communicates with Clark County School District (CCSD) staff, vendors, and contractors regarding equipment warranties.
 7. Researches equipment/materials; assists in developing specifications.
 8. Prepares and maintains records required by designated entities (Occupational Safety and Health Administration (OSHA), fire department, maintenance, school police services, etc.).
 9. Responsible for removing, delivering, monitoring, and reinstalling equipment during the warranty repair process.
 10. Performs preventative maintenance on all equipment listed above.
 11. Monitors inventory and initiates requests for equipment and shop supplies.
 12. Coordinates work with school activities and other trades.
 13. Ensures that clock, fire alarm, and intercom equipment is tested/inspected in compliance with local fire protection agencies.
 14. Uses personal computer to interface with fuel monitoring, fire alarm, and intercom systems to diagnose/repair problems.
 15. Provides input into the evaluation of employees.
 16. Responsible for the safe handling and disposal of hazardous materials.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves planning, supervising, and inspecting the work of electronic technicians, senior electronic technicians, data processing technicians, and clock, fire alarm, and intercom technicians; repairs fire alarms and intercom systems to their component levels.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computer operations and circuitry.
2. Knowledge of electronic circuitry.
3. Knowledge of building codes and state/local ordinances.
4. Knowledge of federal, state, and local fire codes.
5. Ability to recognize, understand, interpret, and apply local, state, federal, and national codes/regulations, including National Fire Protection Association (NFPA), National Electrical Code (NEC), Americans with Disabilities Act (ADA), etc.
6. Ability to develop operating, safety, and work procedures.

7. Ability to meet predetermined deadlines.
 8. Ability to provide cost estimates.
 9. Ability to plan and organize work.
 10. Ability to communicate verbal instructions.
 11. Ability to supervise and evaluate employees.
 12. Ability to read building blueprints, schematics, and wiring/logic diagrams.
 13. Ability to distinguish color-coded wires.
 14. Ability to judge when to act independently and when to refer situations to administrators.
 15. Ability to work flexible hours/shifts.
 16. Ability to withstand heights and perform work safely.
 17. Ability to move/relocate heavy objects.
 18. Ability to work cooperatively with CCSD staff and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High School graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Six (6) years' experience as an electronic or data processing technician; or, Four (4) years' experience as an electronic or data processing technician, and two (2) years' formal training (completion of a trade school or coursework equivalent to an associate degree in electronics).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

4. CCSD forklift certification. If certificate is not in possession at time of application or qualified selection pool (QSP) request, it must be obtained within five (5) months of hire into position. Certification must be maintained for duration of assignment.

Preferred Qualifications

1. One (1) year of supervisory experience.
 2. Nevada State Fire Marshal Certificate for Fire Alarms, Type F.
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Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited trade school, college, or university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. Safe driving record.
 6. CCSD-issued forklift certificate, if applicable.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – department offices and schools (classrooms, computer labs, gymnasiums, ball fields, cafeterias, theaters, etc.).

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to

communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Forklifts, hand/power tools, ladders, soldering equipment, volt/ohm meters, audio generators, laptop computers, high voltage probe amp meters, wire cutters, logic probes, frequency counters, screwdrivers, oscilloscopes, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/31/24
- Created: 12/01/87