



University System of Maryland Job Class Specification

TITLE: ELECTRONICS TECHNICIAN III
FLSA: NONEXEMPT
EEO6: H50

JOB CODE: N15ET3
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: ENG

APPROVED BY:
07/01/1996

Chancellor Donald N. Langenberg

EFFECTIVE DATE:

JOB SUMMARY

Under general supervision, performs a variety of complex electronics support work applying methods, techniques and procedures. May lead and train others. This job is typically found in an academic support or research environment.

PRIMARY DUTIES

1. Visualizes, suggests, and works out solutions to design or operational problems, and selects the most practical and useful approach.
2. Researches, designs, constructs, and tests complex electronic equipment. Assures that the design is compatible with other parts of the the system.
3. Drafts details and prepares diagrams of technical improvements, additions or adaptations.
4. Installs, modifies, and tests systems and documents modifications.
5. Ensures adequate supplies, materials and equipment are maintained for the project; initiates and prepares documentation related to purchase transactions. Prepares estimates of time, labor and materials to be used on assigned tasks.
6. Writes technical reports covering progress, evaluation, and analysis.
7. Operates electronic testing equipment specific to the requirements of the job. Designs test setups, uses untried and untested measurement techniques, obtains optimum operational efficiency by improving performance.
8. Provides guidance and training to others.

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Six years in related work.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of the basic electronics principles and the materials, elements, and products applicable to the area of specialization. Thorough knowledge and skill in the application of principles of applied arithmetic, geometry, and trigonometry and the system of measure applicable to the specialization; in reading and interpreting technical specifications and drawings; in fabricating and assembling electromechanical and structural components and equipment from drawings and specifications; in setting up and calibrating instruments and preparing equipment for testing; in operating equipment applicable to the job according to standard safety practices. Ability to communicate effectively orally and in writing; to prepare reports and detailed procedures; to use personal computers; to lead and train others in technical electronics support work; to work in, on, around, over and under fixed equipment and machinery; to manipulate heavy equipment, tools, and supplies and/or exert force up to 50 lbs.; to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments; confined spaces; and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required.