



Job Description

Position: Electronic Technician
Department: IT/Fleet Support Services
Reports To: Manager of Fleet Support Services

Job Summary:

Performs a variety of technical work associated with the installation, maintenance and repair of Advance Communications systems/two-way mobile radios, fare collection equipment, ticket vendor machines, call boxes, and digital cameras. The incumbent reports to the Manager of Fleet Support Services.

Essential Job Functions:

Identifies equipment problems and repairs ACS/two-way radios, digital cameras, electronic fareboxes, ticket vendor machines, and other revenue collection equipment using oscilloscope, communications service monitor, wattmeter, multimeter, electronic test benches, soldering tools, air compressor and air drill. Performs other duties as assigned.

- Responsible for maintaining a general awareness of HRT's EMS
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan

Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned) Operates, test and repair equipment as required. Installs radios, fareboxes and digital cameras on HRT vehicles and ferry boats as required.

Required Knowledge, Abilities and Skills essential to Job Functions:

Ability to read electronic schematics and instructions for diagnosing, repairing, installing and removing electronic fare collection equipment, radios, and digital cameras. Ability to communicate effectively, orally and in writing.

Required Software Knowledge and Skills essential to Job Functions:

Proficiency in using computer systems and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.

Software applications:

MS Windows and MS Office (Word, Excel, Access, Power Point, Outlook), Spear and PeopleSoft.

Qualifications:

Training and/or Education:

Possession of a high school diploma or GED certificate and completion of a radio technician program supplemented by training on repair techniques and component repair program/certification

Required Experience:

Two years of experience in repair and maintenance of electrical and electronic equipment.

Licenses or Certificates:

Virginia Driver's License

Special Requirements:

None

FLSA Status:

Non-exempt

Physical Demands:

Work involves lifting safes, fareboxes and similar equipment and standing or sitting in one position for long periods to repair fareboxes. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Unusual Demands:

On-call as assigned. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis. Duties may require some seasonal overtime.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Human Resource Department.