



Lead Electronics Technician

Job Code: 6895

Salary Grade: S08

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Performs in a lead capacity to ensure all repairs and maintenance of electronic equipment are completed in a timely manner. Determines problems with the equipment, determines the tools and equipment to be used. Estimates costs of materials and labor for each job. Recommends replacement or repair of equipment. Assists with worker assignments, hiring, and training. Discusses disciplinary action and termination with supervisor.

- Performs preventive maintenance on electronic equipment to include, but not limited to, biomedical security, access control, audio-visual, scientific, and industrial control electronic equipment. Performs quality control tests to ensure proper working order. Installs and inspects new equipment. Modifies and reconfigures existing equipment based on changing needs.
- Makes repairs, replaces parts, and adjusts equipment. Determines what parts or equipment is needed and requisitions parts or equipment as needed.
- Documents repair or maintenance of equipment. Records and maintains hours and any materials or supplies used on the job.
- Consults with faculty or outside agencies to determine equipment specifications and discusses estimated costs to replace or repair and labor costs.
- Participates in training and educational activities.
- Continues to stay abreast of changing technologies and procedures by reading appropriate trade journals, safety codes, and operating manuals.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: High school diploma, GED, or Trade School Certificate.

Experience:

Required: 24 months experience in general electronics

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Able to work well with interdepartmental teams and initiatives
- Experience with basic electrical systems, electric power tools, and hand tools
- Read and understand complex written materials such as blueprints, metrics, or technical manuals
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines

Working Conditions

Physical:

Ability to engage in repetitive motions. Lift and carry up to 50 lbs.

Environmental:

Standard office work environment.

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