

## **ELECTRONICS STOREKEEPER/REPAIR TECHNICIAN**

### **CLASS SUMMARY**

Under general supervision – aids instructors in electronics classes by maintaining stock equipment, and supplies, and issuing and collecting equipment; maintains, services, and repairs electronic testing equipment used in the classroom; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Sets-up and maintains storeroom areas for supplies and equipment used in electronics classes; prepares, checks out, receives, assembles, and sets-up equipment and supplies for electronics classes; maintains inventory of equipment and supplies; requisitions and receives equipment and supplies; services, maintains and repairs electronic testing devices and equipment used in the classroom; operates electronic testing devices and equipment; tests electronic equipment and devices to diagnose malfunctions.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the Director of Technology.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to graduation from high school, with satisfactory completion of electronic testing and repair courses and one year of experience involving the testing and repair of electronic devices.

#### **Knowledge and Abilities**

Thorough Knowledge of: the terminology, materials, supplies, and equipment used in the testing and repair of electronic devices and equipment.

Good Knowledge of: procedures for issuance and control of materials, supplies and equipment.

Ability to: follow oral and written instructions and procedures; keep and maintain records; work carefully and safely with shop equipment, tools, and supplies.