
TITLE: **TRADESMAN - ELECTRONICS**

QUALIFICATIONS:

1. High school diploma or equivalent training.
2. Demonstrated ability of scheduling work, identification of deadlines
3. Above average word processing and computer program skills.
4. Knowledge of electronic equipment.
5. Good interpersonal skills and ability to communicate effectively in writing and in person.
6. Ability to coordinate multiple projects concurrently.
7. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Maintenance Foreman, Superintendent and or his/her designee

JOB GOAL: To work closely with the district staff to inspect, install and maintain various electronic systems including but not limited to: Sound and lighting for presentations, special events and meetings; work on communications systems; installation and maintaining of access control systems, intrusion alarm, and video surveillance systems. Is a liaison between the school district and outside vendors of planned events or presentations.

DUTIES AND RESPONSIBILITIES:

1. Have a valid NJ driver's license.
2. Be well organized with computer skills- spreadsheets, word processing, internet access and searching.
3. Works with foreman to effectively plan and manage current projects and planned events.
4. Ability to use test equipment and maintain / repair systems
5. Experience with hand tools and small power tools
6. Be able to read and understand technical drawings, datasheets, and written work Instructions; maintain documentation of system installation& maintenance procedures
7. Performs computer program entry as required to closed circuit television cameras, access control and other systems as outlined above
8. Other tasks that may develop as necessary and as directed for the proper and efficient operation of the maintenance department.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluations.

Adopted by: Toms River Board of Education

Date: 12/16/2015

Revision: February 21, 2018