



Provincial Job Description

TITLE:
(107) Electronics Technician

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains and repairs electronic equipment throughout the health region.

QUALIFICATIONS:

- ◆ **Electronics Service Technician - Advanced certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**
- ◆ **Communication, organizational and interpersonal skills**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Maintenance / Repair

- ◆ Maintains and repairs call, paging and intercom systems.
- ◆ Maintains and repairs expeditor light system in emergency department.
- ◆ Removes old and installs new equipment.
- ◆ Maintains and repairs fire alarm system, building management system.
- ◆ Performs inspections on the installation of new equipment.
- ◆ Maintains and repairs various therapy equipment/wheelchairs and client/resident electronics (e.g., remotes, beds).
- ◆ Repairs TVs, VCRs, microwave ovens and other consumer electronics.

B. Related Key Work Activities

- ◆ Creates work orders and enters into database.
- ◆ Enters new/old equipment into database.
- ◆ Orders and receives parts.
- ◆ Liaises and communicates with contractors, vendors and suppliers for parts, technical assistance and service.
- ◆ Assists Biomedical Engineering technologists.

C. Education / Training

- ◆ Educates and/or trains staff in other departments on equipment (e.g., call system).
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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