Position: Electronics Technician

Salary: $1,215.50 - $1,709.00 semi-monthly, salary commensurate with qualifications

Benefits: Position receives State benefits including health care, retirement, and vacation

Location: Western Reception, Diagnostic and Correctional Center – Buchanan County

Application Deadline: May 8, 2013

Job Description
This position will install and test electronic control and surveillance systems, fire alarm systems, audio-visual systems, closed circuit television, life safety, radio systems, uninterruptible power supplies, voice/data cabling and terminations, and other related electronic systems; provides technical advice and assistance on the use of electronic equipment including electronic search equipment. Reviews blueprints and diagrams for mistakes in electronic installation; inspects work done by contractors for code and specification compliance. Installs, inspects, maintains, cleans, calibrates, and repairs electronic and electrical equipment, components, and systems. Prepares and maintains files of technical literature, circuit diagrams, parts lists, inventory, and other necessary records; maintains a stock of parts used in the repair of electronic equipment. Maintains security, fire, and life safety software programs; troubleshoots errors; and repairs minor software problems. Prepares cost estimates, purchase requisitions, and associated reports. Supervises helpers and/or serves as lead worker. Performs work under the general direction of a designated supervisor. Performs other related work as assigned.

Work schedule is Monday through Friday, 7:30 a.m. to 4:00 p.m.

Desired Knowledge, Skills and Abilities

Intermediate knowledge of methods, tools, and practices used in the repair and maintenance of electronic equipment and systems.

Intermediate knowledge of security, fire, life safety, public address, sound masking, sound equipment, radio systems, clock systems, uninterruptible power supplies and other related electronic and electrical systems.

Skill in the use of hand and power tools essential to making repairs of electronic equipment.

Ability to use all meters, scopes, and testing equipment for the performance of tests and maintenance of electronic systems, including field device installation, troubleshooting, and change-out parts including repair down to circuit board level.

Ability to work from sketches, schematic diagrams, blueprints, and specifications.

Ability to establish and maintain effective working relationships with employees, supervisors, other agency personnel, and the public.

Experience and Education

The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.

Four or more years of skilled technical electronics experience in repairing and maintaining a variety of electronic equipment and systems; and possession of a high school diploma or GED certificate.
(Earned credit hours from a vocational training school in electronics may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 30 earned credit hours for one year.)

(Post-secondary training at a recognized technical, military, or manufacturer's school in electronics may substitute for a maximum of two years of the required experience on the basis of 480 clock hours for one year.

**To Apply**

Successful applicants must be on the Merit Register by filling out an EASe application at [www.ease.mo.gov](http://www.ease.mo.gov) or be appointable under the Merit System for the Electronics Technician classification.

In addition, please complete a FMDC Employment Addendum and submit with a letter of interest to:

Mary Limbach, Human Resources Service Center  
P.O. Box 809  
Harry S Truman Building, Room 430  
Jefferson City, MO 65102

If desirable, applicants can email the above information to [Mary.Limbach@oa.mo.gov](mailto:Mary.Limbach@oa.mo.gov)

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