



CASH HANDLING ELECTRONIC TECHNICIAN

FC: FA249
PG: MW-III

PC: 301
BU: 01(SEIU)
Revised: November 29, 2004

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, troubleshoots, maintains and performs primary repair and limited modifications to mechanical, electro-mechanical and computerized electronic cash handling equipment and devices; maintains records of work performed; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is a journey level classification performing skilled maintenance and primary repair to mechanical, electro-mechanical and computerized electronic cash handling equipment such as ticket encoders, coin and bill sorting, counting and handling equipment, bill stackers, coin magazines and hoppers. Incumbents work independently according to accepted standards of the trade, supervisory direction, and District procedures and practices. Incumbents at this level are expected to select appropriate tools, materials and approach to the work. This class is distinguished from other electronic technician's classes in that the duties relate primarily to the maintenance and repair of specialized cash handling equipment and devices.

REPORTS TO:

This position reports to the Cash Handling Foreworkers.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Adjusts, repairs, fabricates, removes and replaces mechanical mechanisms and parts such as guides, rollers, bearings, gears, chains, belts, arms, plates and disks.
2. Repairs, removes and replaces power supplies, relays, motors, switches and related electrical components; adjusts, removes and replaces logic boards, sensors, magnetic ticket reading/encoding devices and related electronic components.
3. Installs new assemblies, parts and components for equipment modifications; installs new wiring, pins, and connectors; troubleshoots, tests and diagnoses equipment using computers, oscilloscopes, voltage, amperage, ohm meters, calipers, dial indicators and related devices.
4. Performs preventive maintenance of equipment, including cleaning, lubricating, checking and adjusting all parts and components.

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5. Reads work requests and discusses work to be performed with foreworkers, supervisors, and engineers.
6. Reads and interprets manuals, drawings, procedures, specifications and schematic diagrams.
7. Maintains records of work performed, time required, parts and materials used, component serial numbers and related data; prepares brief report of repeated maintenance problems.
8. Uses electrical battery powered tools to modify replacement parts and equipment for compatibility with existing equipment and systems; may initiate recommendations for revised equipment operating instructions to reduce failure frequency.

QUALIFICATIONS

Knowledge of:

Basic knowledge of computer systems.

Basic operating principles of mechanical mechanisms, electronic circuitry, and analog and digital electronics.

Methods and procedures for the repair and maintenance of mechanical, electro-mechanical, and computerized electronic cash handling equipment.

Methods and procedures for testing and troubleshooting cash handling equipment.

Use and care of hand and power tools and test equipment.

Safety practices and procedures pertaining to the work.

Skill in:

Assessing and troubleshooting mechanical, electro-mechanical and computerized electronic cash handling equipment down to the component level.

Installing, repairing and maintaining cash handling equipment.

Fabricating mechanical mechanisms and parts.

Using and maintaining hand and power tools used in the trade.

Reading drawings and instruments.

Reading and interpreting manuals, procedures, diagrams and schematics.

Keeping written records of work performed and materials used.

Communicating tactfully and effectively with those contacted in the course of the work.

MINIMUM QUALIFICATIONS

Education:

An Associate degree in electronics from an accredited college; a Certificate of Achievement in Electronics from an accredited college; completion of military training in electronics; or completion of a formal apprenticeship as an electronic technician and possession of a high school diploma, GED or recognized equivalent.

Experience:

One (1) year of (full-time equivalent) verifiable experience in the maintenance and repair of electro-mechanical and electronic equipment similar to the District's cash handling equipment.

Other Requirements:

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Must possess a valid California driver's license and have a satisfactory driving record.

Must possess adequate color vision to distinguish parts and wiring, and read diagrams.

Must be physically able to lift and carry up to 75 pounds.

Must be physically able to climb, stand, walk, stoop, bend and crawl to reach work.

Must be willing to work in exposure to live voltage.

Must be able to wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respirator Program and applicable Cal-OSHA requirements.

Must be able to understand, read and communicate in English.

Must be able to work various shifts, weekends, holidays, and overtime.

Substitution:

In addition to the experience listed above, four (4) years of (full-time equivalent) verifiable electronic maintenance experience (i.e. maintaining, troubleshooting and repairing electronic and/or electro-mechanical equipment) can be substituted for the education.

WORKING CONDITIONS

Environmental Conditions:

High security workshop/office environment: exposure to computer screens; live voltage; field environment: exposure to live voltage, heat, cold and inclement weather conditions.

Physical Conditions:

Requires maintaining physical condition necessary for lifting; carrying, climbing, standing, walking, stooping, bending or crawling for prolonged periods of time.