

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Maintenance Mechanic – Specialty Electronics

**BASIC FUNCTION:** Under the direction of area Manager, performs specialized functions in electronics and skilled work in the maintenance, repair, and alterations of building, facilities, and related equipment; does related work as required.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Repairs to circuit board level of scoreboards, EMS systems, communication systems, automatic traffic arms, automatic doors, electronic timers, and master clock systems.
2. Repairs and installs audiovisual equipment, VCRs, TVs, three-gun projection systems, CD players.
3. Maintains regular on-site service and repair of equipment for Norco and Moreno Valley campuses.
4. Provides information on equipment needs, assists in project estimates, and reports status of equipment under repairs.
5. Maintains inventory of repair parts and orders replacement parts as needed.
6. Does spot plastering, welding, and sheet metal work.
7. Uses a variety of hand and shop tools and equipment.
8. May supervise maintenance helpers.
9. Maintains files and records related to the operation of the office.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** Four years of experience in electronic equipment, including repairs to circuit boards at the component repair level

**LICENSES/CERTIFICATIONS:**

**KNOWLEDGE OF:** electronics, radio and sound theory principles and techniques, and various types of bench testing equipment and tools used in audiovisual repair work. Ability to repair and adjust audiovisual equipment, keep records, and establish and maintain effective relationships with others.

**ABILITY TO:**

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

09-01-09

**CONTACTS:**

**PHYSICAL EFFORT:**

**WORKING CONDITIONS:**