



BILL AND HILLARY
CLINTON NATIONAL AIRPORT
 LITTLE ROCK

Position Description

<i>Department</i>	Facilities
<i>Position Title</i>	Electronics Technician I
<i>Grade</i>	7
<i>Reports To</i>	Supervisor – Information Systems
<i>FLSA</i>	Non-Exempt
<i>Approved Date</i>	August 23, 2004
<i>Revised Date</i>	July 19, 2011
<i>Purpose</i>	Provide skilled work in installation, maintenance and repair of telephone, electronic, electrical and computerized equipment, wiring, fixtures and associated items.
<i>Duties & Activities</i>	Purchase, install, repair, maintain as needed any electronics equipment/system used or associated in the operations of the airport terminal, airfield, and ground transportation/parking area.
	Train employees on all electronic equipment (computers, telephones, security systems, and other airport related equipment) that is relevant to the employees job responsibilities.
	Perform other duties as required and respond to and assist with Airport emergencies.
<i>Role Definition</i>	Individual Contributor
<i># of Direct Reports</i>	None
<i># of Indirect Reports</i>	None
<i>Budget Responsibilities</i>	None
<i>Education & Experience</i>	Three years previous related work experience or sufficient formal technical training that clearly demonstrates a competency level required to perform all required duties with a minimum of supervision. This includes knowledge of principles, practices and safety precautions of the trade as well as applicable state and local laws and regulations.
<i>Language Skills</i>	Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

<i>Math Skills</i>	Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and distance.
<i>Reasoning Ability</i>	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to troubleshoot with or without schematics.
<i>Computer Skills</i>	Extensive experience with hardware, software, networking, and cabling.
<i>Technical/Trade Skills</i>	Formal technical training or equivalent experience
<i>Interpersonal Skills</i>	Typically has frequent contacts outside the workgroup.
<i>Licenses/Certifications</i>	Driver's License
<i>Physical Effort</i>	Must continuously stand or walk or there is a regular requirement of lifting/handling/carrying material or equipment of moderate weight (8 - 20 pounds).
<i>Job Environment</i>	Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes that cause noticeable discomfort or a moderate risk of accident or illness.
<i>Job Hazards</i>	There is regular exposure to conditions which are unpredictable or uncertain and which result in risk of personal injury.
<i>Job Pressures</i>	Under regular pressure to meet deadlines, quotas and/or must frequently deal with unpleasant issues related to people or situations.