



**YOUNGSTOWN  
STATE  
UNIVERSITY**

**CLASSIFICATION SERIES:**

N/A

**BARGAINING UNIT:**

ACE

**Electronic Technician**

**SERIES PURPOSE:** The purpose of the electronic technician occupation is to monitor and maintain control processing unit operations.

**CLASS CONCEPT:** The class works under direction and requires considerable knowledge of building automation systems in order to monitor and maintain control processing unit operations.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Designs, supervises, and installs building automation systems on equipment and building systems in conjunction with campus building automation systems. Operates, repairs, maintains, and calibrates sophisticated electronic/electrical equipment, gauges, monitoring devices, and analyzers. Installs and modifies programs into DSC and other building automation equipment.

Coordinates with other professional staff and/or outside vendors in the development and implementation of energy management and operating control policies, procedures, and programs; operates and/or supervises operation of equipment to produce input/output data in interfacing energy management and operating control programs.

Provides work direction to technicians, electricians, repairmen, etc. engaged in repairs and operation of building automation systems. Instructs personnel on proper use and care of related equipment such as DSC's, DX9100, and other interfaces. Requisitions necessary supplies, tools, and equipment.

Maintains, troubleshoots, programs, and repairs miscellaneous electrical equipment, including but not limited to automatic door openers, two-way radio, high power repeaters and paging systems, variable speed drives, scoreboard, security systems, etc.

Prepares technical reports; maintains logs, files, and records pertaining to work. Follows up on purchase orders and work orders as required.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Effective Date 11/05/2024

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: building automation systems; programming; electrical equipment.

Skill in: operation of building automation systems and electrical equipment.

Ability to: interpret technical computer manuals; communicate verbally on technical and non-technical matters; gather, collate, and classify information about data, people, or things; move limbs/fingers easily to perform manual functions repeatedly.

(\*) Developed after employment.

**MINIMUM QUALIFICATIONS:** High school diploma or GED and one year of experience in the operations of building automation systems.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform heavy work.

**HEAVY:** work involves exerting 50 to 100 pounds of force occasionally, or 25 pounds of force constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** Work involves operation of computer terminal for long periods of time; may be frequently exposed to constant loud noise.