



Calhoun County		Department: Maintenance	
ELECTRONICS TECHNICIAN ASSISTANT			
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Job Title Electronics Technician Assistant
Reports To Assistant Maintenance Supervisor
Positions Supervised
Pay Range Range 21, \$23.6946 an hour

ELECTRONICS TECHNICIAN ASSISTANT's role within the big picture of the County's overall success.

Assists in maintaining detention security systems, building infrastructure, and facility equipment within County correctional facilities. Performs corrective and preventive maintenance, supports equipment reliability, maintains maintenance records, and participates in a structured technical training program designed to develop the knowledge and skills required for advancement to Electronics Technician.

Education and Experience - An equivalent combination of education, training and experience will be considered.

Education HS_GED
Experience 2 years of previous relevant work experience preferred.
Certifications EPA Section 608 Universal Certification required or the ability to obtain within a timeframe established by the County.
Licensing Valid Driver's License

Must successfully complete a criminal background check and pass a pre-employment drug screening. Additional job-related screenings, examinations, or verifications may be required based on the duties of the position.

ELECTRONICS TECHNICIAN ASSISTANT functions include but are not limited to the following.

Electronic Security Systems Support:

- Inspects, tests, repairs, and maintains detention security systems, including inmate monitoring equipment, electronic door controls, locking systems, fire alarm systems, sound systems, control panels, relays, and associated low-voltage electronic components to ensure safe and secure facility operations.

Building Systems Maintenance:

- Performs corrective maintenance and repairs on facility electrical distribution systems, lighting, HVAC equipment, plumbing systems, structural building components, and other building infrastructure.

Facility Equipment Maintenance:

- Maintains and repairs commercial kitchen equipment, laundry equipment, motors, and other mechanical equipment necessary to support daily correctional facility operations.

Preventive Maintenance:



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- Performs scheduled preventive maintenance activities in accordance with established maintenance schedules to improve equipment reliability, reduce downtime, and extend the service life of building systems and facility equipment.

Materials Management:

- Maintains inventories of repair parts, electronic components, maintenance supplies, and specialty materials while coordinating replenishment to support uninterrupted maintenance operations.

Maintenance Documentation:

- Completes work orders and maintains accurate repair histories, warranty records, maintenance logs, and equipment service documentation in accordance with departmental procedures.

Technical Development:

- Participates in a structured training program to develop technical proficiency in electronic security systems, facility maintenance, and equipment repair. Successful completion of the program and satisfactory job performance may qualify the employee for p

The individual in this role is expected to contribute to the team's efforts by completing other related tasks as needed.

Success Framework. The following list of knowledge, skills, and abilities have been identified by our team as building blocks towards efficiency and effectiveness in this role.

- Working knowledge of electrical, electronic, mechanical, HVAC, plumbing, and building systems.
- Ability to troubleshoot electrical, electronic, and mechanical equipment using systematic diagnostic techniques.
- Proficiency in reading electrical schematics, wiring diagrams, equipment manuals, and technical specifications.
- Intermediate knowledge of commercial building maintenance, construction methods, and facility operations.
- Skill in safely operating hand tools, power tools, electrical testing equipment, and maintenance instruments.
- Basic knowledge of welding and metal fabrication techniques.
- Understanding of preventive maintenance principles and equipment reliability practices.
- Knowledge of OSHA regulations, electrical safety procedures, lockout/tagout requirements, and safe work practices.
- Strong organizational skills with the ability to maintain accurate maintenance records and manage multiple work assignments.
- Effective communication and interpersonal skills with the ability to work professionally with supervisors, correctional staff, contractors, vendors, and fellow employees.

Equipment and Tools commonly associated with the performance of the functions of this job.



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Hand tools, power tools, electrical testing equipment, welding equipment, HVAC service equipment, plumbing tools, ladders, mobile elevating work platforms (MEWPs), maintenance software, and other standard maintenance and office equipment.

Work Environment or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work is performed throughout occupied correctional facilities and maintenance areas in both indoor and outdoor environments.
- Work may involve exposure to varying temperatures, humidity, noise, dust, airborne particles, chemicals, and mechanical equipment.
- May be exposed to fumes or airborne particles.
- Work may potentially involve risk of exposure to electric shock.

*** Physical Abilities.** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work requires the ability to sit, stand, walk for extended periods of time.
- Work requires the ability to complete repetitive wrist, hand, and/or fine motor movement.
- Work requires the ability to grasp, pull, push, and reach.
- Work requires the ability to communicate and comprehend.
- Work requires the ability to drive and/or operate mechanical equipment.
- Work requires visual acuity of 20 feet or more, visual acuity of 20 inches or less, three dimensional vision, precise hand/eye coordination, the ability to identify and distinguish colors
- Must be able to lift more than 60 pounds.
- Work requires the ability to stoop, kneel, crouch, and/or crawl.

*** Calhoun County offers reasonable accommodation in the hiring and employment process for individuals with disabilities. If you need assistance to accommodate a disability, you may request an accommodation at any time.**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws, and employees may be required to comply with the changes.