

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

TELEVISION/EQUIPMENT REPAIRER

JOB DESCRIPTION

Employees in this job install, repair, and maintain electronic devices such as televisions, video equipment, audio-visual equipment, surveillance systems, communications systems, personal computers, etc.

There is one classification in this job.

Position Code Title – Television/Equipment Repairer

Television/Equipment Repairer E9

This is the experienced level. The employee performs a full range of television and equipment repair assignments. Independent judgment is required to make decisions requiring the application of procedures and practices to specific work situations.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Installs, inspects, repairs, and maintains electronic equipment using such tools as oscilloscopes, wattmeters, multimeters, soldering irons, drills, meters, and other hand and power tools.

Tests voltage and resistance of circuits to isolate defects by using voltmeters, oscilloscopes, electronic multimeters, signal generators, and other electronic testing equipment.

Determines cost of replacement parts and equipment.

Performs preventative maintenance on equipment.

Designs and constructs specialized equipment.

Prepares specifications for equipment.

Ensures that required test equipment, tools, shop mock-ups, and test fixtures are operational for maintenance activities.

Explains necessary precautions to users for safe operation of equipment.

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Maintains an inventory of supplies, requisitions supplies and materials.

Conducts correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of the methods and techniques of electronic repairs.

Considerable knowledge of the tools associated with electronic repairs.

Considerable knowledge of the principles of electricity and electrical measurement.

Considerable knowledge of the hazards and safety practices required in working with electricity.

Some knowledge of electronic equipment design.

Ability to repair a variety of electronic equipment.

Ability to use tools associated with the electronics field.

Ability to prepare specifications for equipment.

Ability to conduct electrical measurements.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Working Conditions

The employee may be exposed to unpleasant working conditions caused by excessive noise, inclement weather, and dust.

Physical Requirements

The job duties require an employee to lift 50 pounds.

Education

Educational level typically acquired through completion of high school.

Experience

Four years of experience in electronic repair and maintenance.

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Alternate Education and Experience

Completion of a recognized program in vocational training for electronic repair and maintenance may be substituted for two years of experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TELEQPRPR

Job Code Description

Television/Equipment Repairer

Position Title

Television/Equipment Repairer

Position Code

TELERPR

Pay Schedule

A31-010

ECP Group 1
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