



CLASSIFIED CIVIL SERVICE STAFF POSITION VACANCY ANNOUNCEMENT

DEPARTMENT: ELECTRONICS MAINTENANCE SERVICES

CLASSIFICATION: ELECTRONIC TECHNICIAN 3
(Non-tested Position)

SALARY: \$31,200 per Year (\$15.00 hour; Pay Range 29)

HOURS: M-T-W-Th-F 8:00 a.m.- 5:00 p.m.

FUNCTION:

Under general supervision from a technologist or administrator, performs delicate and complicated repairs and/or calibrations on sophisticated electronic equipment; may supervise technicians of lower level engaged in above; performs major repair operations, assembles complex equipment and may design or aid in design of new types of electronic devices, circuitry, etc.

JOB DUTIES:

Designs and constructs new electronic devices for University; installs and tests new electronic equipment (e.g., computers, printers, laboratory equipment, etc.); prepares cost estimates of upgrading existing equipment; repairs and maintains electronic equipment (e.g., computers, word processors, terminals, computer networking hardware, printers, modems, oscilloscopes, x-y plotters, etc.) for University.

May supervise other technicians; trains and provides work direction as necessary to student employees in certain areas of repair; consults with faculty, graduate, and undergraduate students; assists in training students and faculty in operation of laboratory equipment and laboratory safety procedures; trains other technicians and student assistants in repair procedures of specific equipment maintained by Electronics Maintenance Services.

Operates, repairs, maintains and calibrates sophisticated electronic equipment; keeps records of work done and time spent; attends seminars.

Supervises and schedules work for student employees. Performs other duties as assigned. Performs other duties as assigned and specified in state classification for Electronic Technician 3 (84413).

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices, electrical engineering, physics related to electricity and supervision; skill to build, install and test electrical equipment, use electrical equipment and tools; ability to understand electrical wiring systems, interpret variety of instructions, use math from simple addition to geometry, trigonometry and calculus, understand technical manuals, write specifications concerning proper use of machinery, cooperate with co-workers on group projects, establish friendly atmosphere as a manager, and develop good rapport with students and faculty.

UNUSUAL WORKING CONDITIONS:

May work at heights up to 50 feet above ground level, exposed to electrical hazard, and work with power equipment in machine shop and wood shop.

EQUIPMENT OPERATED:

Electronic Test Equipment (e.g., meters, oscilloscopes, line analyzers, logic analyzer, computers, etc.); Shop Tools (e.g., hand tools, drill press, etc.)

MINIMUM QUALIFICATIONS:

There are no minimum qualifications on file with the State of Ohio. However, ideal candidates will possess the following:

DESIRED QUALIFICATIONS:

Minimum 2 years experience working with and repairing microcomputers, data communication equipment, printers, computer network hardware, and CNC equipment; ability to diagnose, troubleshoot and repair problems related to software/hardware malfunctions; A+ certification, experience with Apple/Macintosh hardware/software, Win 98, XP, and server software.

Please Note:

The selected candidate will be required to sign a release for an employment background check and credential verification.

In compliance with the Immigration Reform and control Act of 1986, any new employee hired from this job posting will be required to submit approved documents establishing legal identity and work authorization.

CLOSING DATE FOR APPLICATIONS: 4:00 PM, Friday, October 27, 2006

***Interested persons must submit an application and letter of interest no later than 4:00 p.m. on the closing date for applications to:**

**OFFICE OF HUMAN RESOURCES
3025 Jones Hall
Youngstown, Ohio 44555**

NOTICE: APPLICATIONS ARE ACCEPTED MONDAY THROUGH FRIDAY FROM 8:30 A.M. TO 4:00 P.M.

***YSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO INCREASING THE DIVERSITY OF ITS FACULTY, STAFF, AND STUDENTS***

Information regarding campus safety at YSU, mandated by the Clery Act, is available at the following YSU web site: <http://www.ysu.edu/righttk.pdf> or you may request a copy of "Your Right To Know" from the Office of Human Resources, 3rd floor, Jones Hall, 330-941-3122.