

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ELECTRONIC EQUIPMENT INSTALLER/REPAIRER LEAD WORKER

POSITION CODE: 13345  
Effective: 5-1-84

DISTINGUISHING FEATURES OF WORK:

Under direction, functions as a lead worker over lower level Electronic Equipment Installers/Repairers; coordinates daily shop assignments and assists lower level workers in the installation, maintenance, and minor electro-mechanical repair of auxiliary radio, emergency warning equipment and hardware in emergency vehicles; fabricates equipment stands and parts necessary for electronic base and mobile communications equipment; provides on-the-job training for lower level repairers, and quality checks their work and maintains inventory of equipment and tools.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Functions as lead worker over lower level electronic equipment installers/repairers in the installation, removal, and performance of minor electro-mechanical repairs of radio and emergency warning equipment in state vehicles, e.g., State Police cars; assures that state cars are processed in correct sequence and in a timely manner.
2. Instructs, directs and assists repairers and other support helpers in the repair and reconditioning of auxiliary equipment and hardware; designates exact mounting positions on vehicles for radio components such as antennas and radio mounting pans; determines proper dimensions of special components.
3. Designs and builds metal and wood stands, brackets and hardware from stock material; uses a variety of machinery and hand equipment to fabricate necessary parts needed to accommodate specialized law enforcement needs, e.g., car antenna mounting bases.
4. Assists lower level workers in the use of testing devices in troubleshooting and checking proper operating condition of electronic circuits, interconnecting wiring and equipment requiring the use of VOM meters; coordinates the installation and maintenance of the public address system used at the Illinois State Fairgrounds.

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(Continued)

5. Provides on-the-job training for lower level Electronic Equipment Installers/Repairers in the use of welding, cutting and grinding equipment, a small metal turning lathe, and related equipment; quality checks their work and maintains inventory of equipment and tools.
6. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

DESIRABLE REQUIREMENTS;

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of high school or technical school.

Requires one year experience in the installation, maintenance and repair of radio and electronic equipment.

Knowledges, Skills and Abilities

Requires extensive knowledge in the maintenance, adjustment and repair of electronic equipment.

Requires working knowledge of the operation and maintenance of a small metal turning lathe, band and circular saws, a drill press, grinding equipment and other shop tools associated with wood and metal work.

Requires working knowledge of the principles of electronics.

Requires working knowledge of electronics and electronic theory.

Requires ability to coordinate the activities of lower level Electronic Equipment Installers/Repairers.

Requires ability to train others in the use of electronic test and shop equipment.

Requires ability to use arc welder, acetylene torch, and other equipment.

Requires ability to use a variety of tools, electronic test equipment and tolerance measuring devices.

Requires ability to read blueprints, schematic and wiring diagrams.

Requires ability to maintain satisfactory working relationships with coworkers and the general public.