

VACANCY

Electronics Technician

Starting Pay: \$21.41
Shift Differential: \$1.00 per hour
Hours: Varied
Days of week: Monday / Friday
Start date desired: September 2014

Resumes detailing electronics education and work experience along with completed application must be submitted to the Human Resource Office at 2000 South May, Oklahoma City, OK. 73108, Monday through Friday, beginning September 29, 2014. Resumes will be accepted until position is filled.

JOB SUMMARY

This position is located in the Maintenance Division of EMBARK. A working knowledge of vehicle electronic systems and subsystems is required prior to assuming the position. **Essential Job Functions:** Installation, maintenance, secondary repair and modification to a wide variety of electronic components found in revenue and non-revenue vehicles, automatic fare collection equipment, communications equipment and other electronics exclusive of control computer components. Must be able to operate, troubleshoot, diagnose, repair and maintain complex vehicle electronic systems using various electronic instruments and computer equipment. Must be able to read, understand, interpret and work from equipment schematics. Employee must have the ability to complete work in a reasonable length of time. Independent judgment must be used in the performance of assigned duties. Instructions are general in nature with overall work performance reviewed at the discretion of the Division Head.

JOB REQUIREMENTS

- Must maintain all licenses, certificates, permits, and/or endorsements required to perform all types of repairs on COTPA electronic equipment and supporting.
- Ability to communicate in English so as to be able to be understood both in person and by two-way radio.
- Ability to operate and perform corrective and preventive maintenance.
- Ability to troubleshoot analog and digital electronic equipment and mechanical mechanisms.
- Skill in the use of soldering equipment and hand and power tools.
- Ability to troubleshoot and repair printed circuit boards to component level.
- Ability to learn new methods and techniques for repairing and maintaining electronic automotive equipment.
- Must have working knowledge of computers and data entry.
- Must be able to obtain a class "B" Oklahoma Commercial Drivers License with a "P" endorsement within 60 days of the first day of employment.
- Must be able to comply with strict attendance policies.

TRAINING PREFERENCE

- High School Diploma or Equivalent and a minimum of a two year Associates degree in Electronics or completion of an advanced technical training program in radio communications equipment repair.

DEPARTMENTAL PREFERENCE

- Four years experience in state of the art radio communication, including two years experience in the installation, maintenance and repair of fixed point and mobile, two-way voice and data radio communication equipment.

ADDITIONAL REQUIREMENTS

- Must furnish and maintain specified hand tools.

Note: Successful applicant will be required to pass a Department of Transportation physical examination that will include a drug screen.

WORKING CONDITIONS

- Inside and outside, exposed to heat, cold, humidity, rain, etc.
- Work involves exposure to dust, fumes, gases, noise and unfavorable weather conditions.
- Work hours may involve early mornings, late nights, and weekends.
- Frequently works near moving machinery, power tools, vehicles, etc.

PHYSICAL REQUIREMENTS

- Must have physical ability to occasionally kneel, crawl, sit, and be on unprotected heights; ability to frequently bend, stoop, twist, squat, and reach; ability to access confined spaces; ability to continuously climb stairs, walk, stand, and be around moving machinery.
- Must have physical ability to occasionally lift/carry 50 lbs., push/pull 100 lbs.
- Ability to frequently lift/carry 30 lbs., push/pull 50 lbs.
- Ability to continuously lift/carry 25 lbs., push/pull 35 lbs.
- Ability to couple/grasp 40 lbs.
- Extreme arm-hand steadiness, manual dexterity and finger dexterity enough to perform maintenance and repair tasks on electrical machinery and equipment.
- Requires single and simultaneous use of both hands and feet.
- Hearing sufficient enough to hear safety and emergency horns.
- Vision enough to meet the essential functions of the job.
- Must be able to obtain a valid Oklahoma Department of Transportation physical examination.

FRINGE BENEFITS

Vacation	40 hours upon completion of one year.
Sick Leave	80 hours per year accrued biweekly.
Holidays	6 regular holidays per year. 3 floating days per year.
Health/Dental Insurance	After thirty days; Single and Family coverage available at reasonable rates.
Retirement	After 6 months, jointly paid by COTPA and employee.
Life Insurance	COTPA pays \$18,000 term coverage.
Disability	Short-term payable at \$250 per week.