

**Title:** Chief Electronics/Relay Technician

**PG:** 66

**Status:** Civil Service

**Position Reports to:** Manager of Telecommunications or  
Engineering Supervisor of Sub-Stations and Relaying

**Department:** Information Technology or  
Lakeland Electric

**Class Code:** 3011

**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is highly specialized and very technical work involving supervision of the installation and maintenance of computer based electronic equipment and electro-mechanical devices used in the control, monitoring and protection and communications of an electric power utility. Work is performed in accordance with established policies and procedures; however the incumbent is expected to exercise independent judgment and initiative in the performance of tasks. Work will be reviewed by results obtained. An employee in this position maintains a safe technical and functional continuity between sensitive equipment interfacing with other departments and utilities.

**ESSENTIAL FUNCTIONS:**

1. Schedules and supervises the installation, testing, calibration and repair of all types of electronic and electro-mechanical and communications equipment from digital computers to analog devices using standard and specialized test equipment and tools.
2. Schedules and supervises splicing and or termination of metallic and fiber optic cables in color-code order. Ensures that tests are run and recorded for each cable for signal quality and connectivity.
3. Uses factory manuals and schematics to repair equipment. Contacts factory engineers for aid in trouble shooting complex problems and seeking solutions to continuing problems in equipment.
4. Schedules and supervises the construction of special devices such as printed circuit boards and test equipment to assist department engineers in implementing unique monitoring or control systems.
5. Ensures that repair and calibration records are kept current.
6. Ensures the requisition and inventory of spare parts for all equipment.
7. Supports other divisions with technical assistance and fieldwork as needed.

**ADDITIONAL RESPONSIBILITIES:**

1. Ensures that vehicles and work areas remain clean and organized.
2. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the theory, techniques, methods, materials and tools used in the specialty.
2. Thorough knowledge of the occupational hazards and safety precautions of the trade.
3. Thorough knowledge of the instrumentation used in the specialty.
4. Skill to train and supervise subordinates in the use and care of electrical and electronic test equipment used in the various areas of the specialty and other such equipment used in the trade.
5. Skill to train and supervise subordinates in using hand tools and precision soldering/unsoldering devices to make repairs to complex printed circuit boards and other electronic devices (Machine operators/inspection level).
6. Ability to work off of a six (6) footstep ladder or twenty (20) foot extension ladders to check installation and maintenance of equipment mounted above arms reach such as fiber splices and communication cables.
7. Ability to load and unload medium weight test equipment into and from a standard passenger van and set the equipment up to perform tests and calibration of electronic or relay equipment at remote locations.

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**WORKING ENVIRONMENT/CONDITIONS:**

Requires manual labor work that involves walking or standing most of the time, exerting up to 100 pounds of force on a recurring basis, keyboard operations, Manipulating tools and wires. The job risks exposure to heights, toxic chemicals, traffic, moving machinery, extreme cold or heat, electrical shock, adverse weather conditions, bright/dim light, fumes, noxious odors, dusts, pollen, wet humid conditions, and extreme noise levels.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. High school diploma or its equivalent.
2. Recent course work, within the last two (2) years in the area of electronics.
3. Five (5) years of experience in electronics.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must possess and maintain a valid home telephone number.
3. Must be willing and able to work overtime as necessary to maintain required operations.
4. An employee in this position must be able to discriminate between the following colors generated by red/blue/green primary colors at full or half intensity: white, green, yellow, orange, magenta, red, cyan, and blue. This qualification will be confirmed by a standard medical test for color blindness.

**ADDENDUM FOR TELECOMMUNICATIONS:**

The person filling this position must be knowledgeable in the installation and maintenance of electronic telephone key systems, working with PBXs and central office telephone switching equipment, cabling of data networks, and installation and maintenance of cable TV systems including both coaxial and fiber optic.

Fiber Optics Installation: The applicant must be knowledgeable and have experience with different methods of splicing and terminating fiber optic cable (fusion, hot melt, crimp, etc.).

Fiber Optics Testing: The applicant must possess a high degree of skill interpreting test results with OTDRs, light meters, visible light sources and signal flow indicators.

A good working knowledge of T-1, SONET, ATM, and OC-3 through OC-48 transmission is critical. Knowledge of testing these facilities is an essential part of the job.

The person filling this position must have an in-depth knowledge of how a telephone central office operates along with the associated outside plant operation.