

**DUTY STATEMENT**  
DSH3002 (Rev. 01/2020)



*Box reserved for Personnel Section*

	<b>RPA #</b>	<b>Position Control Approval: cm</b>	<b>Date:</b> 1/12/2026
<b>Employee Name</b>	<b>Division</b> Hospital Administrator		
<b>Position No / Agency-Unit-Class-Serial</b> 455-558-6913-001	<b>Unit</b> Plant Operations		
<b>Class Title</b> Electronics Technician	<b>Location</b> Plant Operations		
<b>Subject to Conflict of Interest</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> R12	<b>Work Week Group</b> 2	<b>Class Ranges</b> A
<b>MAJOR TASKS, DUTIES, AND RESPONSIBILITIES</b> Install, maintain, repair, and operate various types of the less complex electronic devices and equipment; may instruct, and lead unskilled workers; and do other related work.			
50%	<p><b>Knowledge of tools, equipment and materials associated with the Electronic Shop.</b> Installs, repairs and adjusts equipment such as audio-communications, security sound and alerting systems, magneta, common battery and dial intercommunication systems and various types of alerting systems. Installs new conduit as necessary. <b>Maintains, repairs and replaces components of the cluster cabinets located in the tunnel area of the facility.</b> Works closely with Hospital Protective Services on issues relating to the Security Alerting Systems. <b>Programs the Security System computer, repairs related components and notifies service contractors as necessary.</b> As determined by the Chief of Plant Operations the Electronics Technician may be temporarily assigned to assist in other Plant Operations functions, which would serve the best interests of the Hospital. <b>Ability to perform the work of a journeyman electronic technician. Has the physical agility to climb and work off ladders, work on his/her hands and knees for a prolonged time, lift and carry a minimum of 70 pounds, work unassisted if necessary and work standing throughout the work day.</b></p>		
10%	<p>Estimates costs of repairs, orders materials and parts and makes reports. Does research on various projects to determine the feasibility of implementation into our system. Completes preventive maintenance work order assignments in a timely manner. Prepares and completes work orders in a timely manner. Assists in establishing priorities on work to be done. <b>Maintains and upkeeps all tools, equipment and buildings associated with the Electronic Shop and Plant Operations. Understands and follows all Division of Industrial Safety and Building Codes when work is being performed in all areas of the facility.</b></p>		
10%	Repairs and Maintains Hospital Camera Equipment and recording systems.		

10%	<b>Repairs and maintains radio and television and related components.</b> Repair and maintain electronic testing and measuring devices and similar electronic equipment and accessories.
10%	<b>Repairs and maintains various components of the facility's cable television network.</b> Work with local Cable TV franchise to determine methods and materials for proper maintenance of the facility's system.
5%	<b>Repairs and maintains the portable telephone system located in the facility's courtyards and other portable telephones as necessary. Reads, understands and conforms to all Hospital Administrative Directives and Plant Operations policies.</b>
5%	The Electronics Technician shall perceive all electronic alarms and signal systems failures as life and safety hazards and immediately take the appropriate action to resolve the condition. Perceives all health and safety issues as an immediate concern and either directly addresses the issue or notifies his supervisor, the area supervisor or Health and Safety personnel. <b>Is aware of the location of the Safety Data Sheets (S.D.S.) and knows how to use them.</b> Report all unsafe conditions to the Electrician Supervisor or responsible person, and correct if possible.
Other Information	<p><b>Supervision Received:</b> Electrician Supervisor</p> <p><b>Supervision Exercised:</b> NONE</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p>KNOWLEDGE OF: Repairing and maintaining electronic and telephonic equipment.</p> <p>ABILITY TO: Read and write English at a level required for successful job performance; read and interpret electrical and electronic schematic diagrams; estimate cost of repairs; keep simple records and make reports; analyze situations accurately and adopt an effective course of action.</p> <p><b>REQUIRED COMPETENCIES</b></p> <p>ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of</p>

infection and are able to safely perform their essential job functions.

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

**CPR**

Maintain current certification as indicated by local facility.

**THERAPEUTIC STRATEGIES AND INTERVENTIONS**

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

**DIVERSITY, EQUITY, AND INCLUSION**

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

**THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY**

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**SITE SPECIFIC COMPETENCIES**

Maintains electrical and electronic systems throughout the facility.

**TECHNICAL COMPETENCIES**

Maintains an active preventive maintenance program on the various systems in his area of responsibility.

**LICENSE OR CERTIFICATION**

N/A

**TRAINING CATEGORY - 4**

The employee is required to keep current with the completion of all required training.

**PHYSICAL DEMANDS – See attached**

	<p><b>WORKING CONDITIONS:</b>  Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.  The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.</p>
	<p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee Signature <span style="float: right;">_____</span>  Date</p> <hr/> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature <span style="float: right;">_____</span>  Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature <span style="float: right;">_____</span>  Date</p>

**Physical Requirements of Position  
Electronics Technician (6913)**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients		X				
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.				X		
11 - 25 lbs.			X			
26 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting			X			
Standing				X		
Walking			X			
Running	X					
Crawling		X				
Kneeling			X			
Climbing			X			
Squatting			X			
Bending (neck)			X			
Bending (waist)			X			
Twisting (neck)			X			
Twisting (waist)			X			
Reaching (above shoulder)			X			
Reaching (below shoulder)			X			
Pushing & Pulling		X				
Power Grasping			X			
Handling (holding, light grasping)				X		
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)			X			
Walking on uneven ground			X			
Driving		X				
Operating hazardous machinery			X			
Exposure to excessive noise			X			
Exposure to extreme temp.			X			
Exposure to dust, gas, fumes, or chemicals		X				
Working at heights			X			Ladders