

# HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



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**Job Title:** Electronics Technician III  
**Job Code:** W4784  
**Pay Grade:** WN  
**Exempt:** No  
**Probation:** Twelve-month initial probationary period

## **Job Overview**

Perform duties involving technical and administrative work in the installation, maintenance, troubleshooting, and repair of diversified electronic equipment.

## **Job Duties and Responsibilities**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Install, modify, calibrate, test, maintain, troubleshoot, and repair, at the component level, diversified electronic equipment and associated subassemblies utilized in operations such as voice and data communications, air quality monitoring, water/wastewater plant and pumping station controlling, traffic signal control, TV and video monitoring, and Federal Aviation Administration (FAA) navigation aids to ensure their good physical condition and operation.
- Survey sites and monitor equipment operation to ensure compliance with regulatory agencies' standards and specifications.
- Schedule assignments, supervise, train, and provide technical guidance to subordinate technicians on systems design and operation, troubleshooting techniques, safety, and standards and specifications set by regulatory agencies.
- Order parts and services and maintain inventory.
- Modify testing equipment as needed and set up equipment for special uses or emergencies.
- Log and record calibrations, readings, and other repair and maintenance data and prepare required reports.
- Write standard operating procedures for new equipment testing, calibration, maintenance, and operational processes.
- Perform other related duties as required.

## **Knowledge, Skills, and Abilities**

- Working knowledge of the applicable laws and regulations governing licensing and use of equipment.
- Working knowledge of electronics technology.
- Working knowledge of the function and operation of electronic controlling, measuring, recording, transmitting, testing, and diagnostic equipment.
- Skill in the use of electronic testing, diagnostic, and repair tools and equipment.



- Skill in the application of supervisory techniques.
- Ability to detect, analyze, and repair malfunctions on electronic equipment.
- Ability to read and understand electronic diagrams and schematics.
- Ability to prioritize work.
- Ability to work effectively with others.
- Ability to plan, organize, and evaluate data to develop logical conclusions.

### **Minimum Qualification(s)**

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate; and  
Three years of experience in the installation, maintenance, and repair of electronic equipment.

OR

An Associate's or higher degree from an accredited college or university with a major in an Electronics Technology field; and

Two years of experience in the installation, maintenance, and repair of electronic equipment.

OR

Graduation from high school or possession of a GED Certificate; and

Successful completion of a training program, of at least one year in length, in an Electronics Technology field from an accredited institution above the high school level; and

Two years of experience in the installation, maintenance, and repair of electronic equipment.

### **Sheriff's Office May Require**

Possession of a valid Class B, C Commercial Driver License (CDL), or Class E Driver License; and/or  
Possession of a current Federal Communications Commission General Radio Telephone License.

### **Additional Requirements**

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.