

AMERICAN UNIVERSITY OF BEIRUT MEDICAL CENTER

JOB DESCRIPTION

Job Title: Electronics Technician		Date: June 17, 2010	
Cost Center #: 252010	Cost Center Name: Plant Engineering	Reports to (first level): Foreman Electronics	2nd level of Supervision: Electronics Engineer

1. JOB SUMMARY & SCOPE:

Perform skilled work in the maintenance and repair of standard electronic devices. Use standard test equipment to repair, replace, install and alter material or equipment relating to electronic systems. Work involves interpretation and application of prepared sketches, diagrams, schematics, manuals, and manufacturer's specifications.

Support the mission and vision of the American University of Beirut Medical Center (AUBMC) and that of the department.

2. JOB COMPETENCY PROFILE:

- **Applied Technology:** Maintain and optimize equipment and systems
 - Install and repair electronic equipment, such as computers, electronic controls, audio and video systems, transmitters, and antennas.
 - Replace defective components and wiring and adjust mechanical parts.
 - Align, adjust, and calibrate equipment according to specifications
 - Conduct periodic inspections on electronic equipment in large auditoriums.
 - Converse with equipment operators to ascertain problems.
 - Test faulty equipment and identify malfunctions
 - Maintain, repair and service electronic and mechanical teaching aids such as film equipment, slide projectors, reel and cassette video tape recorders, cameras, overhead & LCD projectors & sound system.
 - Maintain, repair and service electronic systems such as fire alarm, nurse call, building management and public address systems.
 - Install, maintain, repair and service electronic equipment and controls such as audiovisual and non-medical lab equipment, industrial and HVAC control equipment, sterilizers, surgical tables and patient beds.
 - Test electronic components and circuits to locate defects & ensure proper functioning
- **Technical Expertise:** Proficient knowledge in technical area
 - Skill in the use and care of tools necessary to electronic work
 - Seek to learn more complex procedures in specified technical area
 - Interpret technical knowledge to resolve complex situations; analyze and research appropriate solutions
- **Quality Management:** Conform to pre-established quality requirements
- **Resource Management:** Use resources effectively
 - Salvage tools and materials where possible, etc.
- **Information and Records Management:** Process and update information systems
 - Write Technical reports and draw charts and diagrams that show how systems operate
 - Maintain records of repairs, calibrations, and tests

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- **Planning & Organizing:** Prioritize and coordinate plans for others' work
 - Plan and coordinate own work with the work of others to maximize efficiency and productivity
 - Utilize time well to perform quality work effectively and efficiently
- **Safety & Health Management:** Ensure safe and healthy working conditions
 - Observe fire and safety regulations
 - Maintain safe working environment for self and fellow employees
- **Team Skills:** Teamwork/Collaboration
 - Assist other team members in different activities, as directed by supervisor
- **English Comprehension:** Understand written sentences and paragraphs in work related documents
 - Ability to understand and work from manuals, schematics, sketches or penciled drawings, and manufacturer's specifications
- **Client Focus:** Respond to client requests efficiently and effectively
- **Communication Skills:** Foster two-way communication by listening and responding to people's inquiries and concerns
- **Accountability:** Adhere to basic instructions
 - Receive work instruction from supervisor and report back on all work done
 - The employee resolves most problems with minimum supervision. Complex problems are resolved jointly with supervisor or referred to supervisor. The employee receives general supervision and exercises discretion regarding specific procedures and work methods to complete a given assignment
- **Initiative:** Recognize and address current and imminent issues
- **Organization Awareness:** Understand formal structure of AUBMC and apply internal policies and procedures

3. KNOWLEDGE:

- Working knowledge of the practices, methods, materials used in general electronic installation, maintenance and repair work
- Working knowledge of electricity
- Working knowledge of the design and operation of lighting systems
- Knowledge of sound procedures and requirements

4. PRINCIPAL WORKING RELATIONSHIPS/RELATIONSHIP WITH OTHERS:

- Receive work instruction from supervisor (Foreman Electronic) and report to supervisor

5. CONSEQUENCES OF ACTIONS OR DECISIONS:

- When problems arise, the Technician will refer to his supervisor. Errors are usually not discovered while work is in progress with the consequences of losses reflected in time, money and equipment

6. SUPERVISORY RESPONSIBILITY:

- None

7. PHYSICAL EFFORT:

- Must possess physical stamina; Moderate physical activity. Requires occasional handling of items up to 100 pounds
- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and climb

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8. WORKING CONDITIONS & REQUIRED PROTECTIVE CLOTHING:

- Moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions

9. MINIMUM JOB REQUIREMENTS:

Education:

Minimum Education: BT Degree

Preferred Education: TS Degree

Field of Expertise: Electronics

Experience:

Minimum Experience: Considerable (5+ years) experience in the use and routine maintenance/repair of a variety of electronic and audiovisual equipment

Languages:

Minimum Languages: Arabic and English (EET score ≥ 450)

Compiled By:

Walid Shaib
Chief Electronics Engineer
&
HR Generalist

Date: June 17, 2010

Approved by (Dep Hd, Chairman):

Namir Kanaan
Director, Plant Engineering

Date:

HR Director's Authorization:

Date:

Supersedes Description:

Title:

Grade:

Date:

Job Code:

Job Grade:

Date: