

BAY AREA TRANSPORTATION AUTHORITY  
**JOB DESCRIPTION**

**ELECTRICAL TECHNICIAN**

**Supervised By:** Fleet & Facilities Manager  
**Supervises:** No Supervisory Responsibility  
**Payscale:** Administrative level 1 (starts at \$13.27/hr) 32.5 hours/week

**Position Summary:**

Under the direct supervision of the Fleet & Facilities Manager, provides daily technical assistance and coordination of services on all vehicle technologies. Answers questions or resolves vehicle technology related problems in person, via telephone, or electronically. Acts as the liaison between BATA and technical support vendors when necessary. Provides troubleshooting, repairs, and routine maintenance of equipment.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Troubleshoot and perform routine preventative and corrective maintenance onsite and in the field on equipment such as fare boxes, cameras, destination signs, Mobile Data Terminals (MDT), two-way radios, Wireless Local Area Network (WLAN) devices, security camera devices, solar shelters, bus assignment boards, and more.
- Understanding of drawings, prints, and electrical schematics and programming all electrical systems and subsystems.
- Desoldering and soldering sensors, switches, photo-optical sensors, potentiometers, LED's, capacitors, and batteries.
- Preventative maintenance and rebuilding components on ticket machines "trim units," coin validators, bill validators/transfers, cash vault boxes, etc.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Inspect equipment both proactively and reactively to maintain quality, uninterrupted service.
- Acts as BATA liaison to technical support providers including but not limited to the phone system, mobile data terminals, network support vendor, etc.

- Track and maintain inventory of equipment, etc. to maintain adequate inventories to support agency needs.
- Is available seven days a week, 24 hours a day, as assigned.
- Perform other related work as assigned.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

High School Diploma

Minimum of 2 years of vocational/technical schooling or related experience

Valid Michigan Driver's License and Commercial Driver's License within 30 days of hire.

Extensively skilled in the use of technology. Experience with a variety of related software and the ability to master new technologies.

Thorough understanding and ability to identify components of mechanical technologies and integration with other systems.

Must have hands-on technical experience and a technical aptitude with the ability to comprehend complex technical topics and specialized information.

Must have strong organization skills with the ability to create and maintain systems that support this, and the ability to prioritize, focus, and stay on task while being met with multiple demands.

Ability to understand and follow oral and written instructions, and carry them out independently.

Ability to effectively communicate and present information orally and in writing. Tactfully and courteously interact with co-workers and customers, providing excellent customer service, interdepartmental communication, and coordination on projects.

Ability to solve problems, work effectively under stress, within deadlines and changes in work priorities calmly and positively.

Must be reliable, prompt, and dependable. At work as scheduled. Plans ahead and communicates scheduling concerns in a timely manner.

Must present neat well-groomed appearance in all situations

In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the

public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office and field setting, stand, sit, stoop and kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move items of moderate to heavy weight (i.e. fareboxes, computers, bankers boxes, etc.) up to 40 pounds.

The typical work environment of this job is a garage/office setting where the noise level is moderate and sometimes loud, working under normal fluorescent lighting, regularly exposed to dust, fumes from exhaust, and chemicals associated with vehicle maintenance.

**Employment Status:**

FLSA – Non-exempt

Adopted – January 17, 2014

Revised – July 7, 2017