

**STATE UNIVERSITY OF NEW YORK AT BINGHAMTON**  
**ANNOUNCEMENT OF VACANCY**

**DATE:** April 15, 2024

**POSTING:** 24-046

**TITLE:** Service & Repair Mechanic (Electronics)

**DEPARTMENT:** Facilities Management

**GRADE/SALARY RANGE:** SG-12 \$48,956

**NUMBER OF POSITIONS:** One (1)

**JOB DESCRIPTION:** Service & Repair Mechanics (Electronics) install, service, and repair electronic equipment. Performing journey level electrician work and frequent supervision of other in the repair, maintenance, and installation of electrical systems and equipment. Under the supervision of a Maintenance Supervisor, this employee performs maintenance and repair service on electronic equipment; may supervise Maintenance Assistants, Facility Operations Assistant 1, and Student Assistants. Plans layout and installs and repairs wiring, electrical fixtures, apparatus and control equipment; installs, repairs and maintains electric motors, generators, automatic controls, switchboards, and complex stage lighting and related controls; inspects completed work for compliance with accepted standards and electrical codes; inspects, repairs, tests, and troubleshoots, and monitors fire alarm and suppression systems; inspects and repairs fire and smoke dampers; estimates labor and materials; may repair security systems: may repair and maintain intercommunication systems. The individual in this position will be required to develop the computer skills necessary to use Microsoft Word and Excel, e-mail, Maximo work order system, and any other necessary systems to include Honeywell XLS and Siemens XLS and/or MXL. The person in this position must follow all safety programs of Facilities Management, and use personal protective equipment as directed. The person in this position must practice and promote the Facilities Fundamental Management Objectives and conduct himself/herself in a professional and positive manner while representing the Department and University.

**MINIMUM QUALIFICATIONS:** Four years of full time experience in the installation, maintenance, and repair of electronic equipment. An associate's degree in electronic technology, or successful completion of a two-year technical professional certification program in the electronics field may be substituted for two years experience. Graduation from a high school technical electronics education program recognized by the NYSED as meeting the standards for technical education may be substituted for one year of the required experience. This is a journey level position and the successful candidate is expected to perform independent electrical tasks upon hire.

- Ability to install, repair, and maintain a wide variety of electronic systems such as fire alarms, security systems, electronic office equipment.
- Ability to test electronic components and circuits as well as troubleshoot procedures to locate defects using appropriate instrumentation.
- Ability to replace or repair defective components and wiring as, as necessary, adjust mechanical parts.
- Perform preventative maintenance on equipment according to prescribed procedures and schedules.
- Maintain records of repairs, calibrations, and tests performed.
- Ability to order parts and maintain inventory records.
- Ability to work off of tall ladders, use the bucket trucks and work out of lifts
- Ability to understand and follow verbal and written instructions as well as communicate with others.
- Ability to train and supervise others with working knowledge of the principles of effective supervision.
- Be a licensed driver with the ability to operate a motor vehicle in New York State.

**SPECIAL INFORMATION:** The initial assignment for this position will be working 7:00 am – 3:30 pm Monday through Friday with Saturday and Sunday as pass days in Operations Fire Alarm Shop. The successful candidate will be required to attend classes and obtain certificate to work on Honeywell and Siemens systems. At least one of these to be completed by the end of probation period. Since the nature of the campus requires continuous service and emergencies may arise during other than normal work hours, employee in this position will be required to provide a home telephone number and be willing to accept emergency call-ins and overtime work when necessary. The successful candidate for this position will be deemed a university essential employee.

**ADDITIONAL INFORMATION:** The employee in this position must be willing to go through respiratory fit program and be successful in the use of respirator equipment. The successful candidate for this position must be able to perform the duties and responsibilities of the position satisfactorily. Since the activities of other employees depend upon the performance of the employee in this position, reliable attendance is a factor that the employer will consider when filling this vacancy.

Internal candidates interested in the above position should indicate their interest by completing a PA-81 form; obtainable in the Office of Human Resources. All other applicants should complete the HR-001 Binghamton University Employment Application; obtainable at [www2.binghamton.edu/human-resources/forms](http://www2.binghamton.edu/human-resources/forms). Completed forms are to be returned to the Office of Human Resources, Binghamton University, P.O. Box 6000, Binghamton, NY, 13902. Applications will not be accepted in Facilities and must be returned to Human Resources no later than April 25, 2024.