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MDC Security Electronic Technician I

JOB CODE	JOB FAMILY	PROFILE
JCV516	**Trades, Crafts and Other Skilled Work**	**MDC Security Electronic Technician I**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**April 10, 2026**

The MDC Security Electronic Technician I, under general direction, installs, tests, maintains, and repairs electronic, computer, electrical and mechanical systems; plans and implements preventive maintenance schedules for assigned equipment; and performs a variety of technical tasks relative to assigned area of responsibility.

Job Description

DUTIES AND RESPONSIBILITIES

- Installs, maintains, tests, diagnoses, repairs, calibrates, and adjusts electronic or mechanical equipment, and/or systems within assigned department; plans and implements preventive maintenance schedules for assigned equipment, to include software installation and programming.
- Performs diagnostic testing on equipment to be repaired using electronic equipment, troubleshoots problem, determines repairs to be performed, makes recommendations to supervisor if repair is not cost effective or cost efficient.
- Removes, installs, repairs, cleans and modifies fire alarm systems including the interrelationship of automatic door and HVAC return fans and smoke detectors.
- Plans new or modified installations consistent with standard specifications and local electrical codes.
- Tests continuity of circuits to ensure electrical compatibility and safety of all components.
- Designs, fabricates, and welds special brackets and hangers for equipment as required.

- Maintains a test bench and associated equipment; assumes responsibility for maintaining appropriate supplies and supply resources for timely repair of equipment; orders, receives, inspects, inventories, and stocks repair parts, diagnostic equipment and tools.
- Repairs and maintains telephone and other communications systems including those used for computerized central control devices.
- Prepares service orders to document repair history of equipment; prepares and maintains records of work performed; submits reports as requested.
- Reads blueprints, sketches and diagrams and/or receives verbal instructions for the layout of electronic and mechanical systems; assists in preparation of specifications for electronic systems and equipment.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School diploma or GED.
- Five (5) years of experience working in the area of duties mentioned above.
- Knowledge of the safe operation and basic maintenance of a wide variety of hand tools and small power tools.
- Knowledge of accepted principles and practices of electrical systems, electricity and electrical equipment.
- Ability to exercise judgment, evaluate a problem area, and to use initiative in reaching a solution.
- Ability to communicate well with others.
- Ability to carry out the safety rules and policies established by the department.
- Ability to communicate in both oral and written English.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- A majority of duties are performed indoors.
- Indoor duties are performed in a temperature-controlled environment; however, worker is exposed to natural weather conditions while working outdoors.
- Outdoor surfaces include natural ground, concrete, asphalt, ramps, stairs, or decks.
- Work hazards or potential work hazards include exposure to dangerous situations involving high voltage, adverse weather conditions and other mechanical hazards, hazards associated with working at heights.
- Worker is exposed to snow, wind, possible lightning, and extreme cold and heat.
- Worker is exposed to high voltage during inspections, safety checks, maintenance, and repair when the wire must remain “hot.” Worker must follow safety procedures while working on “hot” wires.
- Work may include those of a correctional facility environment with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee handles writing utensils, various paperwork, files and reports in the documentation of work.
- Employee operates a county vehicle.
- Employee utilizes various hand tools, voltmeter, ohmmeter, and other test instruments.
- Employee handles ladders, scaffolds, drills, hand tools, pipe benders, saws, fish tape and fuse pullers.
- Employee operates two-way radio, utilizes beeper, and safety equipment, including glasses, safety shoes, hard hats, back support belts, vests, fire extinguishers, first aid kits and electrical gloves.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.