



Job Description

JOB TITLE: Audio Visual/Telecommunications Technician

PAY GRADE: CL19

LAST REVISED: JULY 2013

*All job descriptions are intended to present a descriptive list of the range of duties performed by employees. They are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing the District's changing business needs/practices.*

SUMMARY DESCRIPTION

Under general direction of a manager, performs skilled technical duties related to the installation, repair, and maintenance of electronics equipment including computers and peripherals. In addition, performs a variety of technical duties in the area of lighting, sound, and AV for instructional and non-instructional use of the Multipurpose Center (MPC) including technical supervision for use of the venue; participates in the training of college staff and students in the use of audio-visual equipment; and operates a variety of specialized hand and power tools and testing and measuring devices utilized in electronics repair and maintenance.

REPRESENTATIVE DUTIES - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Installs, sets-up, tests, operates, and maintains a variety of audio-visual equipment including computers and peripherals and other electronic equipment, including in smart classrooms, slide projectors, video projectors, film projectors, video players, video cameras, computers, video monitors, and related audio/visual equipment.
2. Oversees and performs maintenance and repair of audio visual equipment; cleans equipment; replaces parts and filters as necessary; troubleshoots problems; coordinates major repairs with outside vendors as necessary; inspects, maintains, and repairs equipment including rigging, lighting, and sound systems and related machinery; orders and maintains spare parts necessary to repair equipment; works with other departments within the college or with outside vendors for maintenance and repair of equipment as necessary.
3. Designs, orders, and installs multimedia equipment as necessary.
4. Responds to inquiries and requests for information from students, faculty, staff and visitors; provides information and suggestions for use of audio-visual equipment; resolves complaints in an efficient and timely manner.
5. Assists in maintaining schedules of equipment to be used for various instructional purposes; schedules and confirms dates for audio visual systems operation and use.
6. Assists in monitoring and maintaining the campus broadband system; installs, repairs, and modifies the campus video surveillance equipment as necessary.
7. Sets up for special events including video taping campus events; uses media software to edit video and photos.
8. Determines future audio-visual needs; researches and recommends to higher level staff suitable audio visual equipment.

Job Description

9. Operates a wide variety of audio-visual equipment, test instruments, and hand and power tools including spectrum analyzer, multimeter, oscilloscope, soldering iron, signal level meter, and conduit bender.
10. Trains and provides work direction to assigned student workers and temporary help as assigned.
11. Performs related duties as required.
12. Sets up and troubleshoots sound systems for productions including mixing boards, amps, equalizers, speakers, and other sound system equipment.
13. Performs a variety of duties related to lighting for productions including hanging, circuiting, patching, gelling, troubleshooting, and focusing stage lights.
14. Works with users of the MPC to develop overall technical needs and schedule for each event.
15. Maintains an inventory of AV/lighting equipment; determines needs for new and replacement equipment; establishes a prioritized list for equipment replacement; researches and develops specifications for new and replacement equipment; requisitions new or replacement equipment as necessary.
16. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Principles, practices, techniques and procedures of audio-visual operations, maintenance, and repair.
Electronic and electrical theory and practices.
Tools, methods and equipment used in the maintenance and repair of audio-visual equipment.
Inventory methods.
Safety practices and precautions.
Types and operation of a variety of audio-visual equipment.
Multimedia applications and integration.
Principles and procedures of record keeping.
Oral and written communication skills.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform skilled maintenance and repair work of a wide variety of audio-visual equipment.
Remain current with changes in audio-visual hardware and technology.
Operate hand and power tools in a safe and correct manner.
Train others in the proper operation of equipment.
Maintain inventory and order supplies and equipment.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Plan and organize work to meet changing priorities and deadlines.
Maintain records and prepare reports.
Research product vendors.
Respond to requests for information and assistance.
Understand and follow oral and written instructions.



Job Description

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work

Education and Experience Guidelines: *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in electronics or related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license may be required.

Experience:

Three years of experience in audio-visual and/or electronics maintenance and repair.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.