Position Description
Technician, Audio-Visual Repair
Department: Technical Services

POSITION PURPOSE

The Technician, Audio-Visual Repair maintains, installs and services all audio and visual equipment for the College such as film projectors, television receivers and monitors, record players and tape recorders, video tape recorders, two-way radios, and public address and telephone systems.

NATURE AND SCOPE

The Technician, Audio-Visual Repair is responsible for completing assigned duties within area of expertise in a timely and accurate manner. Other decisions, such as written and verbal instructions and directions as appropriate, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Repairs audio-visual equipment e.g., VCRs, television video projectors, overhead projectors, cassette recorders, record players, movie projectors, etc.
2. Installs, tests and terminates all telecommunications in offices and classrooms.
3. Services phone systems as required.
4. Provides technical assistance to faculty and staff regarding audio-visual equipment.
5. Orders supplies and mechanical parts as required.
6. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Theory and practice of electrical, electromechanical and electronic principles in the fields of video and audio communications
Practices and procedures used in the design, installation and repair of a wide range of audio-visual equipment e.g., audio and video recording systems, video cameras and monitors, video switchers, audio amplifiers and speakers, etc.
Sound safety procedures and practices as applied to audio-visual communications
EMPLOYMENT STANDARDS (cont’d.)

Skills and Abilities:

Design, install, repair, maintain, and operate a variety of complex technical audio-visual equipment at a highly skilled level
Understand complex technical manuals and drawings related to equipment installation, operation, maintenance and repair
Detail oriented
Strong problems solving skills
Strong mathematical ability
Excellent written and oral communication
Excellent interpersonal skills
Ability to work independently
Management and organizational skills

Education and Experience:

A.S. degree in Electronics or directly related
2-4 years directly related experience

California Driver’s License

Working Conditions

Various indoor environments (classrooms, offices, laboratories)