

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

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**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)