

Audio-Visual Technician

Purpose Statement

The job of Audio-Visual Technician is done for the purpose of providing services with specific responsibility for designing, installing, repairing, and maintaining audio-visual equipment; identifying repair and replacement needs; providing information/training on the proper uses of equipment; and ensuring that tools and materials are available to complete assignments.

This job reports to Assigned Supervisor

Essential Functions

- Coordinates work-related activities with a wide variety of stakeholders for the purpose of completing projects and work orders efficiently.
- Designs, installs, and works with a wide variety audiovisual systems and equipment for the purpose of providing enhancements and upgrades.
- Diagnoses causes of problems and failures in A/V equipment (e.g. projectors, televisions, videorecorders, audio systems, etc.) for the purpose of identifying equipment and systems repair and replacement needs.
- Estimates materials and equipment needed to compete work projects for the purpose of obtaining materials and executing tasks to ensure job completion.
- Informs personnel regarding procedures and status of work orders for the purpose of providing information for making decisions, taking appropriate action, and complying with safety regulations.
- Maintains assigned materials and equipment for the purpose of providing accurate records and ensuring availability of equipment for its safe operation.
- Monitors A/V equipment for the purpose of ensuring its continued operations and functionality.
- Participates in meetings as needed for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Programs A/V equipment for the purpose of ensuring it meets system design specifications to meet the needs of the District.
- Repairs a variety of items, systems, and components for the purpose of ensuring a safe working condition.
- Requests equipment and supplies as needed for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and repair.
- Researches work-related topics for the purpose of gathering information, remaining current, and making recommendations.
- Coordinates with District sites for the purpose of configuration and verification of the theater audio and lighting systems are functional for the purpose of ensuring optimal functionality.

- Responds to inquiries from a wide variety of stakeholders for the purpose of providing information and making recommendations.
- Trains stakeholders for the purpose of ensuring the safe and effective operation of A/V equipment.
- Transports, or arranges the transport of, a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
- Warehouses replacement and disposable parts for the purpose of establishing an inventory of items commonly required to complete repairs.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electronic equipment; handling hazardous materials; adhering to safety practices; installing, terminating, and testing low voltage and fiber optic cabling; and operating standard office equipment including pertinent software applications; using common hand tools such as grinders, power hand drills, circular saws, scroll saw as necessary.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic electronic and electrical theory and practices; best practices in low voltage cabling; A/V testing equipment; desktop operating systems; building and electrical codes; and use of a bucket truck and scissor lift; practical understanding and implementation of network technology and protocols such as POE devices and TCP/IP as needed.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; working independently; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Three years experience with advanced training in configuring and managing audio-visual and data systems or related work, preferably in a public school setting.

Education (Minimum): High school diploma or equivalent. Community college and/or vocational school degree with study in job-related area. A.A. degree, preferably in computer science/technical discipline, or equivalent trade certifications; B.S. and; manufacturer certification preferred.

Required Testing

None Required

Certificates and Licenses

Valid Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance
Ladder and Lifting Training

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 28