

**AUDIO-VISUAL/COMPUTER ELECTRONIC TECHNICIAN**

**DEFINITION**

Under general supervision, performs highly skilled repairs of a wide variety of audio-visual and computer equipment including, but not limited to, computers, printers, video cameras, sound motion picture projectors, recorders, record players, television receivers, monitors, and miscellaneous video equipment; maintains district installation, inventory, and repair records as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a single position classification distinguished by the responsibility to perform highly skilled, technical tasks in the service and repair of district computer and audio-visual equipment and take reasonable action to keep such equipment in satisfactory operating condition including, but not limited to, repair and upgrading of systems hardware and software.

**OCCUPATIONAL GROUP**

Classified (Technical)

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Uses an oscilloscope and other complex test equipment, tests defective audio-visual, electronic, and computer equipment and performs maintenance and repairs on a wide variety of equipment. **(E)**
- Uses diagnostic software in the repair of computers, printers, and peripherals. **(E)**
- Designs and constructs electronic circuits to facilitate repairs or constructs equipment to meet special needs.
- Instructs others and educational staff in the proper operation of audio-visual and computer equipment, as well as acting as an on-line help resource. **(E)**
- Determines if outside vendor repair is necessary, arranges and tracks such repairs.
- Sets up and monitors public address systems for use at sites throughout the district, which may include after-hours work for schedules student activities. **(E)**

- Provides technical assistance in the video production of programs, live from the board room and remote public locations broadcast by the district. **(E)**
- Provides technical assistance in photography productions, including digital manipulation and duplication of media in other related areas.
- Assists other technicians in repair of equipment in the shop and directs the work of assistants and student helpers.
- Performs preventative maintenance as required.
- Keeps a variety of records.
- Maintains an inventory of frequently required electronic and electro-mechanical parts.
- Makes technical recommendations to staff regarding the appropriate purchase of equipment. **(E)**
- Repairs and maintains master antenna and cable TV systems on school sites. **(E)**
- Works with contractors and district staff to develop technical specifications for installation and purchase of new equipment. **(E)**
- Provides vacation and temporary relief as required.
- Performs other related duties as required.

**(E)** = Essential Functions

### **MINIMUM REQUIREMENTS**

#### **Knowledge of:**

- Electronic technology;
- Computer based technology or other industry standards;
- Methods, tools, materials, procedures, and specialized testing devices used in the repair of audio-visual equipment;
- New media equipment developments;
- General types and specific models of audio-visual equipment available for school district use;
- Cable and master antenna tv system;
- Photography and theatrical lighting techniques;
- Industry standard computer systems, PC, Mac, etc.;
- Industry standard operating systems, i.e., Windows, Mac, etc.;

- Computer based networks;
- Microsoft office products software;
- Video production techniques;
- Appropriate safety precautions and procedures of electronics and mechanical work;
- Federal communication laws, rules, and regulations relating to telecommunications;
- Availability and cost of replacement parts.

**Ability to:**

- Be a self-starter and work independently with minimum supervision;
- Install, replace, and repair all types of audio-visual electronic and computer equipment;
- Skillfully use specialized electronic testing and repair equipment;
- Distinguish color coding of electronic components;
- Diagnose equipment problems and determine what repairs are needed;
- Learn new repair methods and procedures as required;
- Obtain required certifications for vendor warranty;
- Read and interpret technical specifications and work from circuit diagrams;
- Design and modify master cable and antenna system;
- Work underground in trenches, pits, vaults, etc., and at high levels above ground such as on roofs, scaffolds, ladders, and other elevated equipment;
- Give informative, instructional presentations on audio-visual and computer equipment;
- Plan and prioritize assigned work;
- Respond to emergency calls outside of regular work hours;
- Maintain simple records;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted during the course of the work day.

**EXPERIENCE**

Four (4) years of skilled experience in the maintenance and repair of audio-visual, computer, or electronic equipment. Specialized training in the electronic/computers field may be substituted for up to two (2) years of the required experience on a straight time basis.

**EDUCATION**

High school diploma or its equivalent. Technical training related to areas of the job description desirable.

**WORKING CONDITIONS**

- Indoor/outdoor environment;
- Considerable distraction and frequent interruptions with staff and students;

- Contact with chemicals;
- Emergency call-outs;
- Equipment noise;
- Regular exposure to fumes, chemicals, dust, and dirt;
- Driving to a variety of locations to perform duties during day and/or evening hours.

**PHYSICAL ABILITIES**

- Bending at the waist and reaching to retrieve items;
- Carrying, pushing, or pulling equipment to load and unload;
- Climbing ladders and scaffolding;
- Dexterity of hands and fingers to operate job related equipment, standard power tools, to dismantle and repair;
- Heavy lifting of objects weighing up to 50 pounds;
- Heavy physical labor;
- Kneeling or crouching to operate equipment;
- Operate equipment for extended periods to time;
- Pushing and pulling, reaching overhead, above the shoulders and horizontally to retrieve and shelf supplies, and to lift and carry objects;
- Sitting for extended periods of time;
- Stooping, turning, twisting;
- Walking and standing for long periods of time over rough or uneven surfaces;
- Standing on ladders for extended periods of time;
- Visual and hearing ability to perform job responsibilities.

**HAZARDS**

- Adverse weather conditions including extreme temperatures;
- Contact with cleaning agents and chemicals;
- Exhaust fumes from paints and solvents;
- Potential exposure to toxic fumes and hazardous materials;
- Exposure to electrical power supplies and high voltage;
- Noise and fumes from equipment operation;
- Working around and with machinery having moving parts;
- May be exposed to contact with hostile or abusive individuals;
- Exposure to verbal abuse and harassment;
- Extended viewing of computer monitors;
- Working on ladders and scaffolding;
- Exposure to equipment that generates high temperatures.

**SPECIAL REQUIREMENTS**

Must possess or obtain prior to date of appointment a valid California driver's license. Must have the ability to obtain and maintain insurability status under the District's vehicle insurance policy.

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