

**AUDIO-VISUAL ELECTRONICS TECHNICIAN**

**DEFINITION**

Performs journey-level technical work in the repair and maintenance of a variety of District electronic equipment

These systems include but are not limited to clock, intercom and bell systems, two-way radio systems, public address and sound systems, projectors, digital marques and various multi-media systems.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Maintenance and Operation, Mechanical Division, Electrical-AV-Alarms Supervisor. This position does not exercise any supervision.

**REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.**

Perform specialized technical work in the repair, adjustment, replacement, modification and routine maintenance of intercom, clock and bell systems, two-way radio systems, public address and sound systems, digital marquee signs and other electronic systems. (E)

Perform necessary Maintenance on a variety of audio-visual equipment such as video projectors, television receivers, portable audio and public address systems and other portable electronic devices. (E)

Ability to trouble shoot and repair antenna and broadcasting systems. (E)

Ability to troubleshoot complete electronic circuits and the knowledge of testing equipment and measuring devices in diagnosing malfunctions of electronic equipment. (E)

Provide technical support to remodels, additions and deferred maintenance projects; test and install various electronic systems in offices, classrooms and portables; assure compliance to State, County and District laws, rules and regulations. (E)

Estimate cost and time for major upgrades, repairs and installation of equipment and systems; provide testing of sample equipment proposed for purchase; make recommendations related to the purchase of new systems. (E)

Interpret and work from blueprints, sketches, plans and specifications; conduct plan review for new and remodel projects. (E)

Provide technical assistance to District personnel, staff and others in the use of equipment and system; inspect and test equipment to determine source and feasibility of repair. (E)

Operate and maintain a variety of specialized tools and test equipment related to electronic repair work; drive a vehicle to conduct work. (E)

Resolves technical problems prior to and during transmission/reception, often involving coordination with other communications providers. Performs skilled troubleshooting, repair and maintenance of electronic media equipment and systems. (E)

Review and comment on building plans and specifications for modernization and new building projects. (E)

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Maintain related records as required. *(E)*

Obtain and order repair parts and materials. *(E)*

Operate a computer and applicable software. *(E)*

Provide detailed reports of work performed. *(E)*

Operates radio and security systems *(E)*

Maintains regular and prompt attendance in the workplace. *(E)*

Performs related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- Advanced electronic theory and practices.
- Tools, materials, and equipment used in the repair and maintenance of electronic equipment.
- Applicable laws, codes, regulations policies and procedures
- Interpersonal skills using tact, patience and courtesy
- Proper procedures for the repair, overhaul and maintenance of a variety of audio-visual equipment.
- Other construction and craft trade responsibilities and disciplines as they relate to the job functions of an Audio Visual Electronics Technician.
- Safety precautions to be observed in the maintenance and installation of electronic equipment.
- Record keeping techniques

#### Ability to:

- Maintain and repair intercom systems, public address and sound systems, two-way radios systems and digital marquee systems.
- Install intercom related devices, add speakers and amplifiers if determined an alteration is needed.
- Communicate effectively with contractor representatives and vendors involved in providing supplies and services related to audiovisual equipment and systems.
- Exercise good judgment and discretion in establishing work priorities.
- Interpret and implement District's rules, regulations and specifications.
- Prepare and maintain reports and records related to the functions of a Districts' intercom, radio and other communication systems.
- Work well under emergency situations
- Read and understand work orders and documents

#### Education and Experience:

Any combination of education, training and experience equivalent to the completion of the twelfth grade supplemented by formal courses in electronic theory. (One year of experience may be substituted for one year of education up to a limit of four years.) One year of responsible journeyman level experience in intercom/bell systems, public address and sound systems, two-way radio repairs and electronic system repairs.

Four (4) years of increasingly responsible audio visual electronics work, preferably in an educational institution or major

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Industrial environment.

### License or Certificate

Possession of a California Driver License is required.

### **WORKING CONDITIONS:**

#### Environment:

Indoor and outdoor work environment; regular exposure to fumes, dust and odors; as required must wear protective devices such as earplugs, dust mask, coveralls, gloves, work boots and safety glasses; enclosed work spaces.

#### Physical Demands:

Employee in this position must have/be able to:

- Lift and/or carry up to 40 lbs. at waist height for short distances.
- Occasionally lift and/or carry with assistance up to 94 lbs., at waist height for short distances.
- Occasionally lift 50 lbs. overhead for short distances.
- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- See to perform assigned duties.
- Push/pull up to 100 lbs. at shoulder height.
- Bend at the waist, kneel, crawl, crouch and stoop.
- Reach overhead, above the shoulders and horizontally.
- Climb ladders and work from heights.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

#### HAZARDS:

- Working on ladders
- Noise
- Energized Circuitry
- Working in trenches.