SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: AUDIO-VISUAL MAINTENANCE TECHNICIAN

BASIC FUNCTION:

Under the direction of the Maintenance Supervisor, perform skilled technical duties in the planning, selection, installation and repair of District audio-visual equipment; maintain inventory of supplies and equipment.

REPRESENTATIVE DUTIES:

Assemble, install, repair and maintain college audio-visual equipment including equipment housed in off-campus centers. ***E***

Check, test and troubleshoot audio-visual equipment including satellite dish and distribution system. ***E***

Instruct and assist staff and students in the operation of equipment; set up recording, video and speaker systems for special events. ***E***

Assist with the set-up of computer assisted equipment such as computer projection panels, interactive and other systems and devices. ***E***

Implement preventive maintenance programs for audio-visual equipment to assure equipment is in a safe operational condition. ***E***

Support and assist with equipment in classrooms, offices and special events. ***E***

Operate a wide variety of audio-visual equipment, test instruments, and hand and power tools used in the trade; maintain current knowledge of technological advances. ***E***

Discuss, update and advise the Supervisor of departmental activities and operations. ***E***

Maintain records, prepare logs and files; maintain inventory of supplies and equipment and reorder according to established guidelines. ***E***

Train student workers in the areas of repair, maintenance and theory of electronics and audio-visual equipment. ***E***

Provide off-campus technical support for Instructional, Multimedia, Computer and Business Departments as needed. ***E***

Assist college staff in planning audio-visual purchases and installations; maintain records of equipment availability, costs, and other factors that can be used to advise staff; develop an annual budget for maintenance supplies.

Assist in the operation of the Learning Resource Center and Distribution Area as needed; duplicate and record tapes; assist students using Learning Resource Center services and equipment.

Assist with other District electronic repairs as necessary.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Electronic and electrical theory and practices.
Tools and equipment used in the maintenance and repair of audio-visual equipment.
Inventory methods.
Safety practices and precautions.
Types and operation of a variety of audio-visual equipment including, but not limited to, video recorders, communication systems, satellite systems, CD players, and video disc players.
RGB composite signals.
Video overlay boards.
Multimedia applications and integration.
Microcomputer diagnostic, data entry, and utility program.
Operation of a computer terminal.

ABILITY TO:
Perform skilled maintenance and repair work of a wide variety of audio-visual equipment.
Remain current with changes in audio-visual hardware and technology.
Operate hand and power tools in a safe and correct manner.
Train others.
Maintain inventory and order supplies and equipment.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years of specialized training in electronics or related field and three years of experience in audio-visual and/or electronics maintenance and repair.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:
Lifting heavy objects.
Dexterity of hands and fingers to operate test equipment and hand and power tools.
Hearing and speaking to exchange information.
Reaching overhead, above the shoulders and horizontally.
Carrying, pushing or pulling.
Climbing ladders.
Sitting or standing for extended periods of time.
Bending at the waist.
Kneeling or crouching.

HAZARDS:
Electrical power supply and high voltage.
Cleaning chemicals and associated fumes.