

AUDIO-VISUAL COMPUTER EQUIPMENT TECHNICIAN - C

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility the installation and set-up, testing, repair and maintenance of a variety of audio-visual and computer technology equipment used throughout the school district. The duties also include maintaining audio-visual equipment inventory, coordinating requests for equipment and maintenance and purchasing equipment as necessary. The work is performed under the direct supervision of a Coordinator of Network and Technology Services or other supervisor with leeway allowed for exercise of independent judgment in carrying out technical details of the work. The incumbent exercises no supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Installs, maintains and repairs a variety of school district instructional communications

systems and equipment including closed circuit instructional and cablecast

television equipment, audiovisual and distance learning equipment;

Organizes the scheduling of audio-visual requests and distribution of equipment;

Provides for the distribution and installation on a district-wide basis of new computer

hardware, AV equipment and other educational technology equipment;

Performs routine maintenance on audio-visual and video production equipment;

Prepares purchase orders of audio-visual supplies and electronic equipment;

Maintains a district-wide inventory of computer, audio-visual and other technology equipment;

Answers service and repair calls to district schools;

Maintains current maintenance manuals, parts lists and equipment schematics;

Assists with preparation of departmental budgetary request for audio-visual equipment and production supplies;

Demonstrates and instructs users on the proper use of audiovisual equipment;

Maintains service and repair records of school owned equipment;

Assists users of video equipment for debates on local television broadcast and
computer/network support on a district-wide basis;

Operates TV studio control room equipment to regulate quality of picture and/or sound;

Sets up educational technology equipment for workshops, assemblies, co-curricular,
extracurricular, community and classroom activities;

Repairs, adjusts, calibrates and cleans audio-visual equipment including computers,
laser printers, compact disc players, phonographs, filmstrip, slide, overhead and
motion film projectors, tape and video tape recorders, television receivers,
VCR's, public address amplifiers, and shop test equipment;

Tests sound, projection and electronic equipment with standard testing instruments;

Repairs, delivers and installs closed-circuit and off-air television receivers including
related wiring into public address systems in district school buildings;

Repairs and maintains video tape recorders, closed-circuit television cable systems and
related equipment;

Installs video and audio cabling as required;

Troubleshoots and provides necessary repairs on a district-wide basis to public address
systems, auditorium sound systems, business classroom and office equipment,
i.e., typewriters, word processors, calculators and library equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the installation and maintenance of school district instructional
communication systems including closed-circuit instructional and cablecast
television equipment, audiovisual and distance learning equipment;

Good knowledge of the testing, alignment and maintenance of computers, audio, television and stereo equipment;

Good knowledge of the tools, terminology and safety precautions involved in computer, television and audio-visual equipment repair and maintenance;

Good knowledge of the operation and maintenance of sound motion picture projectors, tape recorders and related equipment;

Working knowledge of basic electronics, including wiring diagrams, schematics and use of electronic test equipment;

Ability to install, repair, alter and maintain a variety of electronic, audio-visual and computer equipment;

Ability to understand and interpret complex oral instructions and/or written directions;

Ability to establish and maintain effective working relationships with others;

Ability to perform close, detail work involving considerable visual effort and concentration;

Ability to communicate effectively both orally and in writing;

Good hand and eye coordination;

Mechanical aptitude;

Physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in audio-visual communications technology, electronic or electrical

technology, audio-visual equipment repair technology, or related field; and one (1) year of experience in the repair, installation and testing of computer, television, electronic or audio-visual equipment; or;

- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the repair, installation and testing of computer, television, electronic or audio-visual equipment; or,
- (c) An equivalent combination of training and experience as outlined by the limits of (a) and (b) above.