

**Job Class Profile:** Audio Visual Equipment Technician

**Pay Level:** CG-26 **Point Band:** 490-533

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	2	4	4	3	3	3	1	4	
Points	140	33	25	19	90	65	62	21	43	498

## JOB SUMMARY

The Audio Visual Equipment Technician performs technical work in maintaining and repairing a variety of audio visual equipment. Work involves the operation, maintenance and repair of a wide range of photographic, electronic and mechanical equipment.

### Key and Periodic Activities

- Maintains, operates and repairs projectors, tape recorders, sound and recording systems, and other audio-visual equipment.
- Maintains and operates public address and recording systems.
- Sets, operates and maintains sound and sound recording equipment for conferences.
- Makes copies of school broadcast tapes for the Department of Education film library and for schools.
- Instructs personnel in the proper use of audio-visual equipment.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Audio visual equipment operation, repair and maintenance.

#### Formal Education and/or Certification(s):

- Minimum: High School Diploma supplemented by advanced level courses in electronics.

#### Years of Experience:

- Minimum: 1 year.

#### Competencies:

- Ability to operate, troubleshoot and repair audio-visual equipment.
- Ability to provide instruction in the proper use of audio-visual equipment.
- Problem solving skills.

### Interpersonal Skills

- A range of interpersonal skills are utilized including listening to information and asking

questions regarding the maintenance and repair of audio-visual equipment; providing routine information related to the set up and use of audio-visual equipment and instructing personnel in the proper use of equipment.

- Communications occur with employees within the immediate work area and throughout the organization, supervisors and managers and staff involved with the use of audio-visual equipment.

## EFFORT

### Physical Effort

- Work demands do not result in fatigue, requiring periods of rest.
- Lifting and moving a variety of audio visual equipment weighing up to 25 lbs. is required.
- Sitting and standing are required to operate, maintain and repair a variety of photographic, electronic and mechanical equipment.
- Fine finger and precision work is required in the use and repair of audio visual equipment. Work also requires the use of hand tools requiring accurate control and steadiness to repair equipment and physical balance when operating equipment.

### Concentration

- **Visual** concentration and **eye hand coordination** are required to operate, maintain and repair audio visual equipment.
- **Auditory** concentration is required to operate and test public address systems, sound and sound recording equipment.
- Other sensory demands including **touch** is required to maintain and repair audio visual equipment.
- **Repetition requiring alertness** is evident when repairing audio-visual equipment.
- **Time pressures and deadlines** exist to have equipment functioning properly and available when required.

### Complexity

- Typical work challenges relate to the operation, maintenance and repair of a wide range of photographic, electronic and mechanical equipment including setting up and maintaining sound and sound recording equipment.
- References available to address typical challenges include a variety of technical operating manuals, internet research and other staff are available to assist in developing/finding solutions.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work is performed through assignments with general administrative and technical supervision and work review received from a superior.
- Independent decisions are made regarding methods used for the repair of audio-visual equipment.

### Impact

- Results of work tasks and activities are felt within the immediate work area, department and throughout the organization and typically impact audio-visual equipment; material resources; public address and sound systems and the facilities where the audio-visual equipment is being utilized.
- Consequences of mistakes or errors are directly felt within the immediate area and throughout an organization in terms of where the equipment is being utilized. Mistakes or errors in the maintenance and repair of audio visual equipment could lead to delays or cancellation of events or activities requiring the equipment.
- Consequences of mistakes or errors are typically identified and resolved within hours of the problem being identified.

#### **Development and Leadership of Others**

- Not responsible for the supervision of staff.
- Instructs personnel in the proper use of audio visual equipment.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- There is no requirement for any special precautions or safety equipment.
- Limited likelihood of minor cuts, bruises, abrasions, minor illnesses, fractures or injury resulting in partial or total disability.
- Exposure to unusual or distracting noise, dirt/dust, sharp objects and awkward or confining work spaces when troubleshooting and repairing equipment.