

## **AV REPAIR TECHNICIAN**

### **Purpose Statement**

The job of AV Repair Technician was established for the purpose/s of installing repairing, and maintaining electronic equipment; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and ensuring adequate materials are available to complete assignment in a timely manner.

This job reports to Information Technology Manager

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### **Essential Functions**

- Coordinates with other staff for the purpose of completing projects/work orders efficiently.
- Diagnoses problems ad/or failures in electronic equipment (e.g. audio visual, clock, public address, duplicating systems, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Informs personnel regarding procedures and/or status of work orders (e.g. audio visual, clock, public address, duplicating systems, etc.) for the purpose of providing information for making decisions, taking appropriate actions and/or complying with health and safety regulations.
- Inspects equipment and its components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Maintains tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Performs preventative maintenance, troubleshooting and repair services for assigned equipment and systems for the purpose of ensuring systems/components are in working order.
- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Repairs a variety of items, systems and/or components (e.g. audio visual, clock, public address, duplicating systems, etc.) for the purpose of ensuring that items are available and in safe working conditions.
- Researches electronic equipment and vendors for the purpose of being knowledgeable on current generation equipment and service providers.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electronic equipment, adhering to safety practices; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic electronic and electrical theory and safety practices and procedures; pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; communicating with diverse groups; and meeting deadlines and schedules.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 45% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience within specialized field is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Non Exempt

**Approval Date**

4/1/2011

**Salary Grade**

Classified 58

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_