



JOB DESCRIPTION
Audio/Visual Technician



Reports to:	Director of Information Technology	Employment Group / Salary Range:	Classified Range K
Dept:	Information Technology	FLSA:	Non-exempt
Annual Work Days:	261	Formal Review Date: Board Approval Date:	8/23/23 9/11/23

PRIMARY FUNCTIONS

Under general supervision, provides training and audio/visual (A/V) support services to staff and students; performs a variety of technical support services at district facilities during rehearsals, setup for shows, and performances; provides technical support at meetings and special events; performs repairs and preventive maintenance on A/V equipment and systems; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Installs, maintains and provides staff training and user support for audio/video equipment and software including digital displays, videoconferencing, classroom equipment, and group and desktop communication and collaboration technologies; assists with troubleshooting connectivity and quality-related issues.
- Sets up, operates and maintains theater lighting, audio, video and stage technology; trains students on proper usage of lights and sound equipment.
- Sets up, installs, operates, troubleshoots, maintains and repairs a wide variety of audio/video multimedia and computer-based equipment and software systems including microphones, audio mixers, amplifiers, speakers, digital displays, marques, and projectors.
- Sets up and configures recording equipment, sound and mixing boards and related electronic equipment; sets up and configures various types of lighting systems.
- Sets up and operates audio/video equipment during Board meetings, presentations, graduations, and special events including amplifiers, wired and wireless microphones, speakers, public address (PA) systems and cabling; livestreams events, records video and monitors equipment functionality during performances and events; maintains video library.
- Replaces broken audio/video equipment and projector lamps; sets up and tears down stage equipment and wiring for theater and special events; troubleshoots problems related to audio/video equipment used in classrooms and conference rooms.
- Installs, maintains, and monitors the health of district camera systems installed on interiors and exteriors of District facilities, including but not limited to conferencing cameras, security cameras, live

stream cameras; and installs and maintains IP speakers and IP sensors. Assists with the install and health monitoring of security systems.

- Maintains the inventory database of audio/video equipment and disposes of surplus equipment following established procedures.
- Assists with technical specifications for new and replacement audio/video systems and related equipment.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school or GED equivalent and some coursework in electronics or audio/video production, and three years of increasingly responsible experience in the setup, operation, repair and maintenance of audiovisual equipment, preferably in an academic or theater environment; or an equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Methods and procedures of audio/video equipment setup, operation, repair and maintenance.
- Operation of standard theater light, sound and related systems and equipment.
- Usage and troubleshooting software tools for audio/video systems.
- Basic principles of electrical circuitry and currents.
- Methods and procedures of record keeping.
- Modern office practices, procedures and equipment including computers, and applicable software programs.
- Safe work practices; occupational hazards and standard safety procedures.

Skills and Abilities to:

- Set up, operate, repair, and maintain audio/video, theater and public announcement systems equipment.
- Schedule and distribute equipment to appropriate classrooms and facilities.
- Train students and users in the operation of audio/video equipment.

- Maintain accurate records and logs.
- Operate a variety of multimedia and testing equipment in a safe and effective manner.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty, staff, and community.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; stand and walk for prolonged periods; use hands to repetitively finger, handle, feel or operate objects, tools, computers or controls; climb a ladder and occasionally work in high, precarious places; stoop, kneel, crouch or crawl; regularly lift and/or move up to 50 pounds and occasionally over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, use of both eyes, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions and under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions or a theater environment subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed