

CLASS SPECIFICATION
Audiovisual/Office Equipment Repair Technician

GENERAL PURPOSE

Under general supervision, performs skilled, journey-level duties in the maintenance and repair of office machines and equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Audiovisual/Office Equipment Repair Technician is a journey-level class responsible for performing a wide variety of skilled duties in the maintenance and repair of office and audio-visual machines and equipment.

ESSENTIAL DUTIES AND 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. There will typically be an assigned schedule for these duties.

1. Sets up, installs, schedules and performs skilled, complex maintenance and repairs on a variety of standard electronic and electrical office equipment, including typewriters, reprographic and copy machines, adding machines, duplicators, mimeographs, VCRs, DVDs, sound systems, amplifiers and similar equipment.
2. Sets up, installs, schedules and performs skilled, complex maintenance and repairs on a variety of audio-visual equipment, including film slide projectors, record players, recorders, televisions and related equipment and systems; installs relevant cabling and mounts.
3. Inspects, isolates and diagnoses equipment malfunctions and determines appropriate repair procedures; disassembles, overhauls, cleans, oils, adjusts, replaces defective parts and restores equipment to proper operation; maintains an inventory of necessary parts and equipment.
4. Operates a variety of hand and power tools, testing and measurement devices and other technical instruments used in the repair and maintenance of electronic equipment.
5. Provides assistance, information and technical expertise to faculty, administrators and students regarding the safe and proper operation and maintenance of assigned equipment.

OTHER DUTIES

1. Maintains records related to work performed.
2. Makes oral and written reports on work performed.
3. Operates vehicles to travel to various District sites.

4. May assist in determining specifications for new equipment.

QUALIFICATIONS

Knowledge of:

1. Practices, methods, techniques, tools and equipment used in the installation, testing, maintenance and repair of a wide variety of electrical and electronic office and audio-visual equipment.
2. Operating characteristics of electronic components.
3. Appropriate safety practices and procedures.
4. Electrical and electronic shop practices, procedures and equipment.
5. Computer applications related to the work.

Ability to:

1. Test, diagnose, maintain and repair a wide variety of electrical and electronic office and audio-visual equipment.
2. Identify and implement effective courses of action to complete assigned work.
3. Read and interpret plans, specifications and manuals.
4. Work independently with little direction.
5. Maintain routine records.
6. Read and write English at a level required for successful job performance.
7. Make arithmetic calculations quickly and accurately.
8. Understand and follow oral and written directions.
9. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.
10. Maintains job punctuality and regular attendance.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and two years of journey-level experience in the installation, diagnosis, maintenance and repair of office machines and equipment.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with District management and staff.

WORK 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 individuals with disabilities to perform the essential functions.

Employees typically perform their work in customers' offices and locations where the noise level is normally quiet. Some repair assignments are performed in close spaces and expose employees to airborne dust and particles and the risk of electrical shock.

Board Approval 2/15/2007

Effective 7/1/2007