



**Classification Title: Media Equipment Technician**

<b>Department:</b>	Audio Visual	<b>EEO6 Code:</b>	6
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	20
<b>Supervision Received From:</b>	An Assigned Information Services Manager, Network and Technical Services	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	General Supervision	<b>Last Revision:</b>	9/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Maintains accessibility, functionality and security of digital and analog audio-visual (A/V) systems used by the District; participates in the installation and programming of complex equipment for the District; provides setup and teardown functions and monitors mobile public address (PA) systems for special events; maintains an A/V inventory database.

**DISTINGUISHING CHARACTERISTICS.**

The Media Equipment Technician is distinguished from the Network/Systems Technician by the former's responsibility for providing support for the District's A/V systems, while employees in the latter class install, configure and maintain multi-platform computer network client and non-client devices and peripheral equipment.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Installs, modifies, repairs, upgrades and maintains multiple technical levels of A/V controls and equipment; installs speakers, projectors, screens, document cameras, VCRs, Extron switchers, controllers, extenders, distribution amps and Matrix switchers.
2. Supports high definition (HD) and analog A/V systems used throughout the District on a daily basis; replaces broken A/V equipment and projector lamps; sets up and tears down stage equipment and wiring for special events; troubleshoots problems related to A/V equipment used in classrooms and conference rooms.
3. Maintains the inventory database of A/V equipment and disposes of surplus equipment following established procedures.
4. Sets up PA systems for special events including amplifiers, wired and wireless microphones, speakers, equalizers and cabling; monitors equipment functionality during events.
5. Assists with technical specifications for A/V systems and related equipment.
6. Trains users in proper operation of A/V systems.

**Marginal Functions:**

1. Attends various meetings as required.

2. Performs related duties and responsibilities as required.

## **QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** 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:

**Experience:** Three years of increasingly responsible experience in the setup, operation, repair and maintenance of audio-visual equipment.

**Education/Training:** Equivalent to an associate's degree from an accredited college or university with major coursework in electronics technology or a related field.

### **Licenses/Certificates:**

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

### **Knowledge of:**

1. Methods and procedures of A/V equipment setup, operation, repair and maintenance.
2. Extron software, switchers and other components.
3. Troubleshooting software tools for A/V systems.
4. Basic principles of electrical circuitry and currents.
5. Methods and procedures of recordkeeping.
6. Modern office practices, procedures and equipment including computers and applicable software programs.
7. Safe work practices; occupational hazards and standard safety procedures.

### **Skill in:**

1. Setting up, operating, repairing and maintaining A/V and P/A system equipment.
2. Scheduling and distributing equipment to appropriate classrooms.
3. Training users in the operation of A/V equipment.
4. Maintaining accurate records and logs.
5. Operating a variety of multimedia and testing equipment in a safe and effective manner.
6. Operating vehicles in a safe and effective manner.
7. Operating a computer, enterprise software and other standard office equipment.
8. Organizing, setting priorities and exercising sound, independent judgment within areas of responsibility.
9. Understanding and following oral and written instructions.
10. Communicating clearly and effectively, both orally and in writing.
11. Understanding, interpreting, applying and explaining technical requirements with applicable safety regulations.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Establishing and maintaining effective working relationships with those encountered in the course of work.

### **WORKING CONDITIONS.**

**Environmental Conditions:** The employee works in office and classroom environments; travels throughout the District's locations; and is exposed to computer screens, electrical currents and moving objects/vehicles.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to 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. Requires operation of District vehicles.

### **TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.