

AUDIO VISUAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the general repair and maintenance of the equipment used in audio visual education. Operation of this equipment may also be required. Supervision over an assistant or student helpers may be exercised. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Makes repairs on audio visual equipment such as motion picture projectors, slide projectors, either computerized or manual, television and/or cablevision equipment, recorders, video taping, sound equipment, public address systems, etc.;

Controls utilization of service contracts and performs preventative maintenance on the above items;

Sets up audio visual equipment for special projects;

Conducts tests on audio visual equipment to determine operating efficiency;

Requisitions tools, supplies and equipment;

Maintains work shop and inventory of parts;

Maintains records and makes reports;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices, tools and terminology used in the repair and maintenance of audio visual equipment; ability to make repairs and maintain audio visual equipment; ability to follow oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to maintain work records; ability to use computer application software; mechanical aptitude; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two (2) years of work experience in which the primary function of the position was electrical, electronic or audio visual maintenance and repair work.

SUBSTITUTION: Successful completion of post high school courses* in electronics or audio visual equipment may be substituted on a month for month basis for experience in audio visual equipment maintenance and repair work.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Possession of a valid license to operate a motor vehicle in New York State may be required at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.