

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

AUDIO VISUAL TECHNICIAN

Class Code: 7115

Job Family: Skilled Trades/Technician

Classification: Support Staff

Terms of Employment: Pay Grade 52 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision troubleshoots, repairs and maintains audio-visual equipment to component level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Troubleshoots, repairs and maintains audio-visual equipment (i.e., audio tape recorders, motion picture projectors, record players, listening stations, microfiche equipment, overhead projectors, and related components and equipment), to component level.
2. Repairs sound boards, microphones, portable amplifier, telephone dialer, answering machines, electronic keyboards, digital voice synthesizers, electronic test equipment, compact disc players, etc., to component level.
3. Uses electronic test equipment to isolate and effect repairs of various pieces of audio/visual equipment and to ensure safe operation of repaired equipment.
4. Tests and inspects the safety of equipment and components.
5. Aligns and adjusts systems to manufacturer's specifications.
6. Calibrates and repairs audiometric testing equipment, sphygmomanometer, eye charts, electronic thermometers, etc.
7. Demonstrates and/or instructs district staff in the operation and care of new and existing equipment.
8. Orders parts for equipment to effect repairs.
9. Performs preventive maintenance on equipment.
10. Fabricates parts and tools to effect repairs.
11. Conforms to safety standards as prescribed.
12. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves technical work in troubleshooting, repairing and maintaining audio-visual and related electronic equipment to component levels.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of electronics, digital electronics, and electromechanical practice and procedures.
2. Ability to read and interpret schematics (i.e., electrical, electronic, digital logic, and wiring diagrams).
3. Ability to learn and apply work procedures.
4. Ability to operate hand, power tools and electronic test equipment.
5. Ability to meet predetermined deadlines.
6. Ability to work independently without direct supervision.
7. Ability to read and interpret written and/or oral instructions.
8. Ability to plan and organize work.
9. Ability to distinguish color-coded wires.
10. Ability to safely move and relocate heavy objects.
11. Ability to work flexible hours or shifts.

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12. Ability to work in confined areas.
13. Ability to conduct in-service training on the operation and care of equipment.
14. Ability to withstand heights and perform work safely.
15. Ability to work cooperatively with employees, vendors, and the public.
16. Ability to recognize and report safety hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Four (4) years experience in the repair and maintenance of audio-visual equipment; **or**,
3. Two (2) years of formal training (i.e., two (2) years trade school, **or** two (2) years of college course work equivalent to an associates degree in electronics), **plus** two (2) years experience in repair and maintenance of audio-visual equipment.

Licenses and Certificates:

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Current copy of driving history issued by the Department of Motor Vehicles.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - offices, school (classrooms, computer labs, locker rooms, cafeterias, theaters, gymnasiums, corridors, construction sites), etc.

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force 50-100 lbs. occasionally, 25-50 lbs. frequently, or 10-20 lbs. constantly. May involve significant stand/walk/push/pull/carry.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities and feeling. Occasional talking, hearing, climbing and balancing. Vision: Frequent near and far acuity, depth perception, focal length change and color vision.

Environmental Conditions: Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods, and frequent exposure to high voltage and electrical shock hazards.

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Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Frequency generators, frequency counters, oscilloscopes, soldering irons, pliers, screw drivers, wire cutters, hex drivers, wire strippers, juniper wires, capacitor checkers, multimeters, Allen and Splines wrenches, district-issued/personal vehicles, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.

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