



JOB DESCRIPTION **Audio/Visual Technician**

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The Audio/Visual Technician under the general supervision of the Chief Technology Officer and the direct supervision of the Director of Desk Top Services , maintains, repairs, and upgrades A/V equipment.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- A.A.S. in Electronics or equivalent schooling
- Three years experience in microcomputer, printer, monitor and/or A/V repair

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of windows operating systems to include Windows 3.11, Windows 3.11 Workgroups, Windows 95, Windows 98 and Windows NT
- Demonstrates ability to diagnose and resolve technical and procedural problems
- Good interpersonal skills
- Strong organizational skills

DUTIES AND RESPONSIBILITIES:

1. Installs, configures, maintains, troubleshoots and repairs A/V equipment.
2. Receives, interprets and executes work orders to customer's satisfaction.
3. Utilizes internet for connectivity troubleshooting as well as for technical information access.
4. Is responsible for computer monitor and printer repairs/maintenance.
5. Is responsible for bench repairs of AV equipment to include overhead projectors, recorders, televisions, VCRs and video cameras.
6. Determines and orders parts needed to complete jobs.
7. Documents work performed and maintains information in database.
8. Maintains a small inventory of frequently used parts.
9. Assists technicians in trouble shooting hardware problems.
10. Reports to work on time.
11. Follows District attendance policies.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and written), concentrate, reason, understand verbal instructions, analyze, differentiate, memorize, read, compute, instruct and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry (44 pounds and over), stoop, kneel, crouch, crawl, pull, push, reach, perform repetitive hand motions, possess visual acuity, drive within district. Works with unusual noise levels, low or intense illumination, works around moving objects and may work alone for long periods of time.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 10

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 12, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.