

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Audio-Visual Technician

Class Code: 40322

Pay Grade: GE

A. Purpose:

Repairs and maintains electronic, electromechanical, and electrical audio-visual equipment and systems to rectify inoperative and malfunctioning equipment and systems.

B. Distinguishing Feature:

The Audio-Visual Technician repairs, maintains, fabricates, and installs audio-visual equipment and systems. The Audio-Visual Coordinator performs inspection, adjustment, and routine maintenance.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Performs technical repair and maintenance of audio-visual equipment and systems to correct inoperable or malfunctioning equipment and systems.
2. Designs and conducts a plan of preventative maintenance to identify potential equipment problems and make adjustments and repairs before serious equipment damage results.
3. Maintains records of equipment use, failure, maintenance, and repair to use in equipment and repair services evaluation.
4. Maintains an inventory of replacement parts and supplies to ensure necessary parts and supplies are available when needed.
 - a. Orders repair parts and supplies.
 - b. Writes bid specifications for the purchase of new equipment.
 - c. May distribute some equipment and maintain inventory control.
5. Designs, fabricates, and installs audio-visual equipment and systems to provide users with desired audio-visual services.
 - a. Installs and fabricates audio-visual equipment and systems.
 - b. Designs and installs remote control capabilities.
6. Provides various audio-visual technical assistance to provide users with services.
 - a. Operates an audio and/or video recording studio and directs the technical production.
 - b. Sets up and operates public address equipment.
 - c. Operates a projection facility.
 - d. Gives instruction on use of audio-visual equipment.
 - e. Provides teleconference coordination.
7. Performs other work as assigned.

D. Reporting Relationships:

The Audio-Visual Technician may train and direct the work of student assistants who perform inspection, cleaning, and routine maintenance of equipment.

E. Challenges and Problems:

Challenges include maintaining a current knowledge of new and changing technologies. As technological changes are implemented into the design of new audio-visual equipment, the incumbent must keep current on these changes to repair and maintain the equipment.

Problems include using older equipment. As equipment ages, breakdowns are more frequent. Thus, older equipment must be inspected and repaired more often to ensure that the equipment will operate properly. Repairs can be complicated as parts for old equipment may not be readily available, requiring the incumbent to exercise creativity in the repair of equipment.

F. Decision-making Authority:

Decisions include setting priorities of equipment repair by determining which equipment will be serviced first based on critical need, maintaining a sufficient supply of repair parts, and making recommendations about repair or replacement.

Decisions referred include final approval on the repair or replacement of equipment, purchasing new audio-visual equipment, and the acquisition of major repair tools and equipment.

G. Contact with Others:

Daily contact with audio-visual equipment users.

H. Working Conditions:

Works in a repair or workshop setting. Repair and installation of permanently placed equipment requires climbing or working in crawl spaces. When repairing audio-visual equipment and systems the hazard of electrical shock is present.

I. Knowledge, Skills and Abilities:

Knowledge of:

- all types of audio-visual equipment;
- electronic equipment;
- maintenance and repair procedures.

Ability to:

- operate and repair audio-visual equipment;
- direct production and projection activities;
- keep accurate records of repair;
- deal tactfully with others;
- maintain an inventory of equipment supplies.