

Civil Division: Oneida-Herkimer BOCES  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Adopted: 11/15/16

## **AUDIO-VISUAL REPAIR SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work of this class involves responsibility for supervising the testing, repairing and maintaining of a variety of audio-visual equipment used in school districts. The work also involves responsibility for assisting department heads and officials in deciding on the various types of audio-visual hardware and software best suited to their particular needs. The work is performed under general supervision of a higher level supervisor, with leeway allowed for the exercise of independent judgment in planning audio-visual methods to be used. Supervision is exercised over the work of subordinate employees, including Micro-Computer Audio-Visual Repair Technicians and/or Computer Service Technicians engaged in a variety of audio-visual repair activities. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and performs the testing of sound, projection and electronic equipment with standard testing instruments;  
Prepares schedule of personnel assigned to school district repair and installation activities;  
Oversees the ordering, and maintenance of, inventory of supplies and repair parts for educational television and audio-visual repairs;  
Communicates with school district administrative staff concerning their specific needs for changes or additions to their buildings in the audio-visual equipment area;  
Communicates with members of school districts concerning status of equipment in the shop for repair;  
Answers service and repair calls to district schools;  
Keeps informed of the latest methods of audio-visual repair by studying reports and manuals and by attending service schools;  
Oversees the audio-visual departmental budgetary requests for audio-visual equipment and production supplies;  
Supervises and maintains service and repair records;  
Maintains current maintenance manuals, parts lists and equipment schematics;  
May occasionally assist in the maintenance and repair of computer equipment;  
May assist in demonstrating and instructing teachers in the proper use of audio-visual technology.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the testing, alignment and maintenance of audio-visual and electronic equipment, including projectors, television receivers, amplifiers, etc.; thorough knowledge of the tools, terminology and safety precautions involved in the maintenance and repair of audio-visual and electronic equipment; thorough knowledge of basic electronics, including wiring diagrams, schematics and use of electronic test equipment; ability to install, repair, alter and maintain a variety of electronic and audio-visual equipment; ability to plan, assign and supervise work of subordinates.

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**MINIMUM QUALIFICATIONS:** Candidate must meet minimum qualifications at time of application.

Candidate must possess a valid New York State driver's license. License must remain valid throughout appointment in order to meet the transportation requirements of the job; **AND**

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in electronics, electrical technology, communications technology or a closely related field **AND** three (3) years of experience in the installation, repair and maintenance of audio-visual equipment, electronic equipment, and/or televisions; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience, as defined in (A) above.

**NOTE:** Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

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