

Jurisdiction: Oneida County Schools  
Jurisdictional Class: Competitive  
Revised: 9/11/97  
(title chg. from Sr.A-V Eq.Rep.Tech.  
& Senior Audio-Visual Worker)

## **SENIOR AUDIO-VISUAL REPAIR TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position that exists in a BOCES, and involves responsibility for performing and/or supervising the testing, repair and maintenance of a variety of audio-visual equipment used in a school district. This class differs from that of Audio-Visual Repair Technician because of the more complex nature of repairs performed and/or supervisory responsibilities. An incumbent may assist Micro-Computer/Audio-Visual Repair Technicians with computer maintenance and repair, on occasion. However, this assistance should be no greater than ten percent of the incumbent's overall duties. (If computer maintenance and repair is a consistent part of the job, the position should be classified as a Micro-Computer/Audio-Visual Repair Technician.) The work is performed under general supervision of the Director of Information and Technology or a Telecommunications Specialist, with leeway allowed for the exercise of independent judgement in carrying out the technical details of the work. Supervision is exercised over the work of Audio-Visual Repair Technicians and student helpers or trainees. Does related work as required.

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

- Supervises and performs the repair, maintenance, adjustment, calibration, and cleaning of audio-visual equipment, including phonographs, VCR's, 16mm film and other film projectors, television receivers, public address amplifiers and shop test equipment, etc.;
- Supervises and performs the repair, maintenance, delivery, and installation of closed-circuit and off-air television receivers, including related wiring into public address systems in district schools, etc.;
- Supervises and performs the repair and maintenance of video tape recorders, closed-circuit television cable systems and related equipment;
- Supervises and performs the testing of sound, projection and electronic equipment with standard testing instruments;
- Analyzes repair needs for audio-visual and electronic equipment, which cannot be resolved by subordinate technicians;
- Prepares schedule of personnel assigned to school district repair and installation activities;
- Communicates with school district administrative staff concerning their specific needs for changes or additions to their buildings in the audio-visual equipment area;
- Oversees the ordering, and maintenance of, inventory of supplies and repair parts for educational television and audio-visual repairs;
- Answers service and repair calls to district schools;
- Maintains current maintenance manuals, parts lists and equipment schematics;
- Keeps informed of the latest methods of audio-visual repair by studying reports and manuals and by attending service schools;
- Supervises, and maintains, service and repair records;
- Provides information for preparation of audio-visual departmental budgetary requests for audio-visual equipment and production supplies;

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**Typical Work Activities con't:**

May assist in the maintenance and repair of computer equipment, on occasion;  
May assist in demonstrating and instructing teachers in use of closed-circuit television and other audio-visual equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the testing, alignment, repair and maintenance of audio-visual and electronic equipment, including phonographs, VCR's, 16mm film and other film projectors, television receivers, public address amplifiers, etc.; thorough knowledge of the tools, terminology and safety precautions involved in the maintenance and repair of audio-visual and electronic equipment; good knowledge of basic electronics, including wiring diagrams, schematics and use of electronic test equipment; ability to install, alter, repair and maintain a variety of audio-visual and electronic equipment; ability to plan and supervise the work of others; mechanical aptitude; manual dexterity; dependability.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in electronics, electrical technology, communications technology or a closely related field **AND** one (1) year 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** three (3) years of experience, as outlined in (A) above; **OR**
- (C) Five (5) years of experience, as outlined in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.