PALOMAR COMMUNITY COLLEGE DISTRICT

MEDIA EQUIPMENT TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform detailed and complex repairs to audio-visual equipment; to assist in the scheduling, distribution and operation of audio-visual equipment; to duplicate college television class tapes; and to instruct staff and students in the use of audio-visual equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Media Equipment Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform complex repairs and preventive maintenance on all types of audio-visual equipment; set up and operate visual and sound equipment.

2. Schedule the use of media equipment; answer the telephone and take equipment requests; provide information regarding correct use of media equipment.

3. Assist in the scheduling and distribution of media equipment including TV's, VCR's and other related equipment; transport and set up audio visual equipment on campus; retrieve media equipment after use; maintain accurate equipment logs.

4. Duplicate multiple copies of TV college class tapes; repair damaged films and video tapes.

5. Instruct staff and students in the use of multi-media equipment; troubleshoot media equipment problems and solve equipment problems in class rooms.

6. Assemble and operate public address systems and loan to staff as required.

7. Operate a variety of media equipment including but not limited to TV's, VCR's, overhead projectors, slide projectors and film projectors.

8. Operate a variety of office equipment including computers; operate District vehicles to transport media equipment.
9. Deliver films from outside agencies to college employees; return films to appropriate library staff.

10. Provide assistance to staff in determining appropriate equipment to meet audio-visual needs.

11. Assist staff in compiling programs such as slide presentations and multi-media computer presentations.

12. Assist in training assigned staff in the use of new multi-media equipment.

**Marginal Functions:**

1. May direct the work of lower level staff.

2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and procedures of audio-visual equipment set up, operation, repair and maintenance.
Principles of electronics.
Principles and procedures of record keeping.
Modern office procedures, methods and equipment including computers.
Occupational hazards and standard safety practices.

**Ability to:**

Set up, operate, repair and maintain audio-visual equipment.
Schedule and distribute equipment to appropriate classrooms.
Assist and instruct students and staff in the use of multi-media equipment including computers and video/computer projection units.
Design slide or multi-media presentations.
Assist in training assigned staff in the use of new equipment.
Maintain accurate records and logs.
Operate a variety of multi-media and testing equipment in a safe and effective manner.
Operate District vehicles in a safe and effective manner.
Operate office equipment including computers.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible experience in the operation, repair and maintenance of audio-visual equipment.

**Training:**

Equivalent to an Associate of Arts degree from an accredited college or university with major course work in electronics technology or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and classroom environment; travel from classroom to classroom; exposure to computer screens, electrical energy, moving objects/vehicles, inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; pushing, reaching, kneeling, repeated bending; operating motorized equipment and vehicles; near visual acuity to operate media equipment.