

Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 10/07/2023

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 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: Either:

- (A) Possession of 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 in the installation, repair and maintenance of audio-visual equipment, electronic equipment, and/or televisions

SPECIAL REQUIREMENT: Candidate must possess a valid New York State driver's license. License must remain valid throughout appointment to meet the transportation requirements of the job.

NOTES:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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