

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

AUDIO-VISUAL REPAIR TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position that exists in a BOCES, and involves responsibility for the testing, repair, and maintenance of a variety of audio-visual equipment used in a school district or BOCES. 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 may be exercised over the work of subordinate employees, student helpers or trainees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Repairs, maintains, adjusts, calibrates, and cleans audio-visual equipment, including phonographs, VCR's, 16mm film and other film projectors, television receivers, public address amplifiers and shop test equipment, etc.;

Repairs, maintains, delivers, and installs closed-circuit and off-air television receivers, including related wiring into public address systems in district schools, etc.;

Repairs and maintains video tape recorders, closed-circuit television cable systems and related equipment;

Tests sound, projection and electronic equipment with standard testing instruments;

Orders and maintains 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;

Maintains service and repair records;

May assist with preparation of audio-visual departmental budgetary requests for audio-visual equipment and production supplies;

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: Good 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.; good knowledge of the tools, terminology and safety precautions involved in the maintenance and repair of audio-visual and electronic equipment; working 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; mechanical aptitude; manual dexterity; dependability.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate Degree in electronics, electrical technology, communications technology, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in the installation, repair and maintenance of audio-visual equipment, electronic equipment and/or televisions; **OR**
- (C) Four (4) years of experience in the installation, repair and maintenance of audio-visual equipment, electronic equipment and/or televisions; **OR**

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.

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.

Adopted: 06/27/1972

Revised: 10/12/1983, 09/16/1984, 05/04/1994, 10/20/1995, 09/11/1997, 10/07/2023

Title changed from Audio-Visual Equipment Repair Technician, Audio-Visual Repair Worker, and Audio-Visual Technician on 09/11/1997