

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Audio Visual Technician Senior (W11)	Job Family: 06
Department: Facility Services	Lane Placement: 10
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>7/7/15</u>
Original date: <u>04/10</u> Revised: <u>07/15</u> Revised: _____	Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Facility Services and coordinator, the **Facility Audio Visual Technician Senior** coordinates, directs and performs installations, troubleshooting, maintenance and repairs of duplicating equipment, electronic and A/V equipment and related systems (e.g., sound systems, intercoms, bell system schedules, TV and video systems, etc.) Incumbent organizes and coordinates the work of A/V employees. Incumbent orders materials needed, schedules the work and checks on completion.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Coordinate, direct and perform installations, troubleshooting, maintenance and repairs of audio visual, various electronic and communication equipment, including: intercoms, sound systems, auditorium/stage lighting, dimmer control systems, lighting control systems, clock systems, scoreboards and controls, data systems, installation of data and electrical for computer rooms, installation of projectors and video/DVD systems, TV/CCTV systems and classroom A/V systems.
- Receive daily work assignments. Plan, organize, prioritize and direct the work of assigned A/V personnel. Organize assigned A/V crews, tools, materials and equipment to meet demands of work assignments.
- Perform project inspection to ensure on-time project completion, quality craftsmanship and safety standards and procedures are followed in accordance to specifications and electrical code.
- Provide training to A/V employees and arrange for special equipment training.
- Provide input into employee evaluations, hiring and assist in solving personnel problems.
- Coordinate with other trades and contractors to ensure project progression and completion. Interface with vendors and contractors on system equipment, parts, etc.
- Provide input concerning equipment purchases. Assist with project labor and material costs. Design specifications of A/V systems.
- Coordinate with school administration for school A/V needs and bell system scheduling and provide training on applicable systems.
- Oversee and coordinate FCC licensing for district.
- Provide A/V support for schools, auxiliary building, and District office as needed.
- Assess equipment safety and make repairs. Direct and follow proper operating procedures with all equipment and work areas to avoid injury.
- May respond to facility emergencies. Shift work or on-call duties may be required.
- Drive a facility vehicle for transportation to work sites. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Required to attend scheduled training and departmental meetings.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a minimum of six years previous work experience with demonstrated competence in Audio Visual equipment repair, data communication, electrical or related field. Successful completion of approved formal trade-specific program preferred.
- F.C.C. Second Class License or Utah Electrical license preferred but not required.
- Supervisory experience preferred. Basic computer skills required.
- Knowledge of District specific equipment and repair needs preferred.
- Requires the ability to read schematics and blueprints.
- Requires a basic knowledge of State and city building codes.
- Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, vendors, school administrators and staff, custodians and some district administrators. Students are frequently close by as work is being performed.
- Job requires trade skills appropriate to the supervision of Journey level employees. Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Ladders, lifts, tools, computers, mobile devices and equipment used to diagnose, repair, construct and perform trade related work.

Physical Requirements – Not limited to the following:

- Occasional standing and frequent sitting (up to 4 hours continuously).
- Occasional pushing/pulling, climbing, pinching, overhead work, working in awkward positions, balancing and fine motor dexterity.
- Occasional lifting from floor to overhead of 40 pounds, repetitive lifting of 40 pounds, awkward lifting of 30 pounds, carry of 40 pounds and gripping of 90 pounds (wire).
- Occasional sustained bending, squatting, crawling, kneeling and stooping.
- Occasional near/far visual acuity and depth perception.
- Work may involve some hazard in the possible exposure to electrical shock.
- Activities may involve outdoor work in all weather conditions.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.