

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Facility Audio Visual Technician (W21)	Job Family: 06
Department: Facility Services	Lane Placement: 9
Supervisor's Title: Director of Facility Services & Coordinator	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
ADA Review: <u>Junele Master</u>	Date: <u>7-2-15</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>7-1-15</u>
Superintendent Approval: <u>[Signature]</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, facility coordinator and audio visual technician senior, the **Facility Audio Visual Technician** performs a variety of technical skilled work inspecting, installing, maintaining, repairing and servicing electronic and audio-visual equipment and related systems according to specifications and electrical codes. Systems may include sound, intercom, lighting control, clock, scoreboard, TV/CCTV, video, auditorium/stage lighting, dimmer control, data and electrical, projector, etc.

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

ESSENTIAL FUNCTIONS

- Perform daily work assignments. Work assignments include all aspects of audio visual, various electronic and communication equipment repair and maintenance 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.
- Assemble, install, wire, test and maintain a variety of electronic system components.
- Program and adjust various electronic system settings utilizing related keyboards, switches, panels, interfaces and controls.
- Complete assignments in a cost efficient and timely manner.
- Locate and orders parts and materials used to complete work assignments.
- Keep equipment in proper and safe working order.
- Provide support services for other trades as assigned.
- Must follow proper operating, construction and repair procedures to minimize possibility of danger and/or injury.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Shift work and on-call duties may be required. May respond to maintenance emergencies.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- May help train and direct temporary workers and apprentices as required.
- Required to attend all 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 four 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 State Electrical license preferred but not required.
- Must demonstrate competence in reading, writing and math.
- Requires good computer skills. Basic programming experience preferred.
- Requires skills and working knowledge at the technician level with ability to assess and resolve problems.
- Must be competent in use, care and maintenance of needed tools and equipment.
- Requires ability to establish priority of work assignments.
- Requires ability to make decisions and recommendations to supervisor.
- Requires good interpersonal skills. Interacts with school and administrative personnel in completing tasks. Students are frequently close by as work is being performed.
- 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:

- Constant standing (up to 8 hours).
- 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 will 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.