

Newport News Public Schools Job Description

Job Title: Audio-Visual Technician II
Position Code: 6N07
Job Classification: Non-Exempt

Supervisor: Audio-Visual Supervisor
Pay Grade: 24
Contract Length: 245 Days

Job Summary

Position is responsible for the maintenance of the operation of audiovisual equipment including television and PA system; thorough knowledge of techniques and tools used in repair of audiovisual and television equipment.

Essential Duties

1. Ability to read and interpret complex electronic schematic diagrams.
2. Skilled in the use of tools and equipment employed in testing and repairing electronic equipment
3. Uses the computer to tracks work orders, research information on the internet, submit leave forms and timesheets.
4. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Audio-Visual Supervisor or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or trade school with completion of a recognized apprenticeship in this field or any equivalent combination of experience and training in television, radio, intercommunication and amplifications equipment and communication equipment. Must possess basic computer skills to perform the job. Performs a variety of skilled mechanical tasks in maintaining and repairing audiovisual and electronic communication equipment. Ability to plan details of each job and carries it to completion without immediate supervision. Ability to utilize time efficiently. Ability to follow oral and written instructions. Must be able to operate a motor vehicle and possess a valid Virginia Driver's License.

Working Conditions and Physical Requirements

Must have the ability to stand and sit for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 75 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Audio-Visual Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Audio-Visual Technician II will be required to follow any other instructions and to perform any other related duties as assigned by the Audio-Visual Supervisor or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date