

## **Newport News Public Schools Job Description**

**Job Title:** Audio-Visual Technician III

**Position Code:** 6N08

**Job Classification:** Non-Exempt

**Supervisor:** Audio-Visual Supervisor

**Pay Grade:** 26

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for functioning as a lead worker in the operation and repair of audiovisual equipment; thorough knowledge of techniques and tools used in repair of audiovisual equipment.

### **Essential Duties**

1. Performs as a lead worker; supervises audio-visual personnel as directed by Supervisor.
2. Plans, schedules and executes work orders under periodic supervision.
3. Supervises and installs, repairs and maintains television antenna and receivers, central clocks, P.A. systems, projectors, audio-visual and listening center equipment, and other similar machinery.
4. Maintains work order request orders and tracks repairs.
5. Ability to follow oral and written instructions.
6. 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 have 2-4 years experience in a electrical repair shop, including skill in the use of tools and equipment used in testing and repairing electronic equipment. Performs a variety of skilled mechanical tasks in maintaining and repairing audiovisual and electronic communication equipment. Ability to plan details of each job and carry it to completion without immediate supervision. Ability to utilize time efficiently. 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:** Assigned staff

**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 III 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:**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date