

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

A.V./ELECTRONICS TECHNICIAN

DEFINITION

To perform maintenance duties in the repair and maintenance of electronic, digital electronics and audio visual equipment and systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Makes minor and major repairs to still and motion picture projectors, both silent and sound. Repairs radios, radio-phonographs, tape recorders, intercom systems, language laboratory equipment, related audio visual equipment, video recorders, solid state color televisions, R.G.B. television systems, satellite dish and receiver units and video digitizers. Requisitions and stores spare and replacement parts. Constructs equipment. Makes recommendations to superiors regarding appropriate types of equipment to be purchased for installation in schools and replacement of damaged equipment. Inspects and makes repairs and adjustments to the District-wide electronic intrusion alarm systems. Troubleshoots intercom public address, clock, bell and fire protection systems, and replaces or cleans integral parts and wiring. Inspects and evaluates electronic and audio-visual equipment and makes recommendations with respect to specifications for purchasing. Prepares expenditure reports. Prepares and maintains repair and maintenance records for audio-visual and electronic equipment needs of the District. Conducts training in the operation and maintenance of equipment. Provides for disposal of obsolete or unusable equipment. Performs preventive maintenance on all equipment and systems. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of principles of electronics, digital electronics, audio-visual equipment, clock bell, fire alarm, public address, intercom and master fire alarm equipment. Knowledge of audio-visual equipment maintenance, replacement parts, availability and costs. Ability to install, replace and repair various types of electrical and electronic equipment and systems. Ability to

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
A.V./Electronics Technician (Continued)

Knowledge and Abilities (Continued)

understand and follow oral and written instructions. Ability to read and interpret diagrams, service manuals and plans of electrical and electronic equipment and systems. Ability to perform data entry and operate a microcomputer. Ability to maintain simple records. Ability to understand and carry out oral and written directions. Ability to work effectively in the absence of supervision. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible large electronics and audio-visual equipment repair experience.

Training:

Formal or informal training which provides the ability to read and write at a level necessary for job performance supplemented by specialized training in digital electronics.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: