

COMPUTER/AUDIO-VISUAL ELECTRONIC TECHNICIAN**DEFINITION**

Under direction, performs skilled work in the installation, maintenance and repair of a variety of word processing and mini-micro computers, electronic and audio-visual equipment; assists maintenance workers by performing unskilled and semi-skilled duties in other maintenance trade areas; does related work as required.

EXAMPLES OF DUTIES

Performs skilled maintenance and repair of computers, projectors, television sets, radios, tape recorders, video tape recorders, intercom and two-way communication systems and a variety of other audio-visual equipment; installs, maintains and repairs alarm and detection systems; installs, maintains and repairs electronic clock systems and score boards; utilizes a variety of electronic testing equipment; aligns, adjusts and calibrates equipment in accordance with specifications; replaces defective components and wiring using a variety of hand tools and soldering equipment; may construct special purpose audio-visual equipment; investigates, tests and recommends the purchase of a variety of electronic and audio-visual equipment; requisitions and maintains an adequate supply of parts and repair materials; plans, organizes and lays out assigned tasks; may conduct inservice training programs relative to the operation and maintenance of computers, audio-visual and electronic equipment as well as other maintenance areas; coordinates and directs the work of assigned personnel.

MINIMUM QUALIFICATIONSKnowledge of:

Methods, procedures, techniques, materials and equipment utilized in the installation, repair and maintenance of computers, electronic and audio-visual equipment, clock and detection systems; appropriate District policies, legal mandates and codes pertaining to the inspection, repair and maintenance of a variety of computer, electronic, audio-visual and alarm equipment; safe working methods and procedures.

Ability to:

Effectively and efficiently install, replace and repair various types of computers, electronic and audio-visual equipment, clock, alarm and communication systems, minicomputers and related equipment including word processors; utilize special electronic testing equipment to determine defects and malfunctions; accurately estimate labor and material costs; maintain simple records and be able to prepare complete and concise reports; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Education:

Equivalent to an Associate of Arts Degree with emphasis in electronics technology, or completion of a recognized apprenticeship training program or comparable manufacturing training is required.

Experience:

Two years of experience in the installation, maintenance and repair of computers and electronic equipment, audio-visual, clock, alarm and communication systems.

License Requirement:

Possession of a valid Class C California Driver's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

ASSIGNMENT

8 hours per day, 12 months per year.