

MEDIA SYSTEMS ELECTRONICS TECHNICIAN, LEAD

CLASS SUMMARY

Under general direction, analyzes, constructs, integrates, installs, repairs, modifies and operates a wide variety of electronic equipment to include audio-visual and multi-media equipment. Train faculty and staff on equipment use. Organizes, coordinates workflow of media systems electronic technicians in the unit. Work with district ITS personnel to provide seamless, integrated services throughout the college. Orders and maintains control of multi-media equipment including electronic checkout of equipment. Performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Work with administrators, faculty and staff on purchasing complex multi-media equipment for classrooms and throughout the college, determines specifications for AV equipment that meet District standards; work with vendors and contractors to install equipment; maintain all media equipment and supplies inventory. Perform repairs, maintenance and modifications to all audio-visual and multi-media equipment. Set up and operates public address systems, computers and projectors; troubleshoot problems that can occur in the computer/projector systems in the classroom and other venues. Maintain and service electronic whiteboards and display panels, video servers, DVD server, video encoding systems, satellite systems, microwave systems, AV electronic switchers, and other analog and digital video broadcasting equipment. Install software and maintain computers on integrated systems. Provide set up for broadcast satellite downlinks and teleconferences. Install conduits for audio/visual and computer cable. Determine and test compatibility of new equipment with existing inventory. Maintain and repair slide and overhead projectors, TV/DVD combo systems, public address systems, microphones and speakers; utilize electronic test equipment and tools in making repairs; determine and order parts; operate TV analyzers, radio frequency generating and measuring units, and such mechanical equipment as drill press, soldering and similar equipment; analyze existing systems to plan for upgrades and modifications or to create requirements for new systems; participate in the design, engineering, construction and installation of audio-visual and related electronic multi-media systems; communicate with instructional personnel and other users to assess problems and propose modifications and to keep them informed of work status; provide guidance and training to the faculty and managers in the use of media systems and applications; maintain or assist in maintaining parts and stock inventory; make off-air recordings of video programs.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager.

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DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training, education and experience equivalent to seven years skilled audio-visual, computer based multi-media equipment repair at the component level. AA or AS preferred.

Knowledge and Abilities

Knowledge of: the operation, maintenance, overhaul and repair of all types of electronic audio-visual equipment, computer based multi-media equipment of the related use of electronic repair and test equipment; circuitry and mechanical operation of television, waveform, vector scope video monitors, video projectors, DVD playback and recorder of all formats, VCR, DVR, digital video cameras, tape recorder, video tape cameras, overhead projectors and other types of audio-visual equipment; radio and sound theory, television repair principles and techniques; principles of electricity; record keeping, safety principles and practices and organizational strategies.

Ability to: diagnose defects in electronics equipment and make necessary major or minor repairs; maintain simple records; interpret system schematics and technical service manuals; work cooperatively with others; follow oral and written directions; work under peaks of pressure and interruption; assist in demonstrating proper audio-visual, computer based equipment operation; follow safety practices in electrical work and the use of tools and equipment; organize workflow of the unit.

Physical Requirements: Ability to lift 50 pounds.