

AUDIO-VISUAL REPAIRER

Code No.: 5-01-012

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important audio-visual position involving repairs and maintenance of projection, video, and sound producing equipment. Employees inventory equipment and parts, operate audio-visual equipment, and instruct teachers and students in equipment operation. General supervision is received from a senior audio-visual employee or administrator. Supervision of others is not a characteristic of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Provides major repair and maintenance service on audio-visual equipment, including film strip projectors, 16mm movie projectors, slide projectors, overhead projectors, video tape equipment, record players, tape recorders, sound amplifiers, microphones, speakers and television sets;

Inspects equipment to determine extent of damage and repairability, and evaluates repair costs versus equipment value;

Replaces motors, switches, and lenses on filmstrip projectors and connects necessary electrical wiring;

Replaces motors, tubes rollers on turntables, tone armatures, and phonographic cartridges on record players;

Replaces parts on 16mm film transport system;

Replaces glass, lenses and motors on overheads;

Adjusts loose wires, tape head, switches and levers on tape recorders;

Returns equipment under warranty to the manufacturer for repair, forwards major repair jobs to vendors;

Checks audio-visual equipment returned from repair;

Salvages usable parts from equipment removed from inventory;

Maintains an inventory of all new and used equipment, an inventory of repairs and replacement parts, and an inventory of audio-visual materials;

Purchases parts from audio-visual dealers or secures from stock;

Sets up and operates audio-visual equipment for school meetings;

Assists and instructs the professional staff and students in the operation of audio visual equipment;

Prepares and marks all repaired equipment for return to schools;

Picks up and delivers audio-visual equipment;

Drives film delivery truck;

Fills and packs orders for films from audio-visual library;

Retrieves stolen equipment from the police.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the repair and maintenance of audio-visual equipment; good knowledge of mechanics and electronics as they relate to repair, replacement, adjustments, and maintenance of audio-visual equipment; good knowledge of audio-visual equipment and parts, and repair tools; working knowledge of the operation and use of audio-visual equipment; ability to inspect, repair and maintain audio-visual equipment; ability to inventory equipment and parts; ability to operate and instruct others in the operation of audio-visual equipment; record keeping ability; mechanical and electronic ability; eye-hand coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience in the repair of audio-visual equipment; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or 60 credit hours) with a major concentration in audio-visual technology, mechanics, or electronics; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Satisfactory completion of a training program in Electronic Technology accredited by the National Association of Trade and Technical Schools may be substituted for one year of required experience.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Reviewed: 11/26/86

REVISED: February 19, 1987