

AUDIO-VISUAL TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in scheduling, operating, performing minor maintenance, cataloging, storing, shipping, and receiving a variety of audio-visual equipment and related electronic supplies; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Operates and monitors a variety of audio-visual equipment such as television camera units, video-tape recording units, complex lighting control consoles and related equipment; schedules and arranges for use of audio-visual equipment; performs preventive maintenance and minor repairs of complex equipment; checks outgoing/incoming equipment for damages or malfunctions; cleans, rewinds, splices and cares for tapes, films or other related audio-visual materials.

Provides instruction to users in the operation, maintenance and care of audio-visual equipment; writes job orders for major repairs; determines needs according to size of facility and audience; maintains logs, records, files, and controls the use and lending of audio-visual and related electronic equipment; maintains supply inventory including equipment parts, supplies, orders according to established procedures; packs and ships equipment, materials, and supplies; mixes or re-records prerecorded tapes and sound tracks; edits recordings as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the use and maintenance of audio-visual and electronic equipment.

Knowledge of editing and mixing methods for prerecorded tapes and sound tracks.

Knowledge of cataloging techniques.

Skill in planning, organizing, coordinating the use and replacement of audio-visual equipment.

Skill in operating, maintaining, troubleshooting, and performing repairs to audio and video equipment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: Successful completion of training from an accredited technical school in electronic equipment maintenance and repair, audio-visual equipment operation; and one (1) year experience in the operation, monitoring, minor maintenance of audio-visual equipment and related electronic accessories; or an equivalent combination of education, training, and experience which provides the capabilities to perform the describe duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.