

AUDIO VISUAL TECHNICIAN #024

CUPE 2357 – Level 5

CORE FUNCTION:

Under the direction of the Technical Systems Supervisor, the Audio Visual Technician repairs and maintains audio-visual equipment; maintains an up-to-date equipment repair inventory; provides support and technical expertise to equipment users; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Repairs and maintains audio-visual equipment:

- evaluates, tests and repairs equipment
- maintains equipment by conducting on-going maintenance procedures
- assesses general operating condition of Board A/V equipment
- maintains ground fault power plugs on A/V equipment

Maintains equipment inventory:

- maintains equipment and repair inventory
- generates and affixes Board identification bar codes to A/V equipment
- generates repair report to be returned with each repaired item
- generates and distributes to each school an annual repair listing
- prepares a monthly activity report for supervisor
- assesses within budgetary constraints and problem repeats, the type and number of stock inventory
- evaluates A/V equipment, as required, for inclusion in the Board AV catalogue
- maintains a credit card account for purchase of parts and equipment

Provides support and technical expertise:

- designs, builds and maintains equipment, as required
- provides instructional information to end users
- corresponds with parts and equipment dealers and manufacturers to acquire merchandise and technical information

Performs other duties, as assigned by the supervisor

SUPERVISION OF STAFF:

There is no supervisory responsibility

QUALIFICATIONS:

- Secondary school graduation
- 2 year Community college diploma in a related field
- 3 years of related experience
- Excellent knowledge of software packages and equipment such as MS Office Suite, X-10 automation, NTE and ECG Semiconductors Master Replacement Guide, Multimeters, frequency generator, capacitor test, CRT tester, Oscilloscope, AC/DC power supplies, etc.
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Initiative and ability to work on one's own

Individuals who possess an equivalent combination of education and experience may also be considered.