

**Santa Monica Community College District
Personnel Commission**

Electronic Equipment Technician

Page 1 of 3

CONCEPT OF THE CLASS

The position in this classification troubleshoots, repairs, adjusts, and maintains a wide variety of audio/visual and video electronic equipment used by college faculty and staff.

ESSENTIAL DUTIES

Repairs and adjusts a wide variety of audio/visual and other related equipment including dismantling of equipment, removing and replacing damaged parts, and reassembling equipment.

Performs periodic maintenance services on equipment such as cleaning parts, lubricating, vacuuming, and examining machines for worn parts.

Diagnoses causes of equipment malfunction.

Checks to see that all safety devices are operable and in place.

Reads and interprets equipment blueprints and schematics in repairing and replacing parts.

Orders parts, supplies and maintains a complete inventory of parts for all audio/visual and other related equipment.

Maintains accurate service and repair records; monitors equipment repair status.

Monitors and follows-up on repair work being completed by outside vendors.

Performs related duties as assigned.

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees and the public.

SUPERVISION

Supervision Received:

Under general supervision, of the Media and Reprographic Services Manager, receives assignments and is expected to carry them through competition with substantial independence.

Supervision Exercised

May oversee the work of student workers in accomplishing assigned tasks.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of electronic audio/visual and other related electronic equipment

Knowledge of basic electronic principles, including circuit tracing and testing

Knowledge of troubleshooting techniques used in detecting malfunctions of audio/visual and other related electronic equipment

Knowledge of operation of machines and power and hand tools used to repair equipment

Knowledge of complex printing equipment controls including circuits and transistors

Knowledge of safety practices and procedures in the maintenance, adjustment, and repair of electronic equipment

Knowledge of basic use of personal computers, word processing telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.

Knowledge of basic recordkeeping procedures.

Skill in the use of tools and instruments of the trade.

Ability to dismantle and erect audio/visual and other related electronic equipment

Ability to repair, adjust, and maintain a wide variety of audio/visual and other related electronic equipment

Ability to diagnose causes of equipment malfunctions

Ability to read and use blueprints and schematics for audio/visual and other related electronic equipment

Ability to learn the characteristics of new equipment and update technical skills to adapt to changing technology

Ability to work independently

Ability to read, write and speak English

Ability to multi-task duties

Ability to learn specialized computer applications used by the department.

MINIMUM QUALIFICATIONS

Education Requirement:

Two (2) years college coursework in electronic theory and practices.

Experience Requirement:

Four (4) years performing diagnostic services, repair and installation of electronic audio visual equipment.

Education/Experience Equivalency:

Completion of a recognized apprenticeship or its equivalent in electronic equipment repair can substitute for education requirement.

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job the employee is regularly required to stand and walk, use hands to manipulate tools, keyboard, type, or handle materials, and talk or hear. The employee is occasionally required to sit. The employee is regularly required to lift, carry, push or pull up to 25 pounds. Risk of electrical shock if proper safety procedures are not followed.

While performing the duties of this job, the noise level in the work environment is usually moderate.

CLASS DETAIL

Job Family: Community Outreach

FLSA Status: Non-exempt

Personnel Commission Approval Date: 11/09/06

Revision Date(s): Hay Study

Class History: Electronic Equipment Specialist