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Class Specifications for the Class:

AUDIO-VISUAL EQUIPMENT OPERATOR
(AUDIO-VISUAL EQUIPMENT OPTR)

Duties Summary:

Sets up and operates various audio-visual and related equipment; performs operational maintenance on equipment; schedules equipment usage; and performs other duties as required.

Distinguishing Characteristics:

This class involves the set-up and operation of various audio-visual and other related equipment for classroom instructional use. Duties include the delivery of equipment to classrooms and may require their transport to satellite schools.

Examples of Duties:

Sets up and operates various audio-visual and other equipment such as film projectors, tape players and recorders, overhead projectors, slide projectors, record players, reading equipment, etc.; cleans equipment after use and stores or returns it to proper agency; schedules the use of equipment; performs minor maintenance and replacement services such as brushing, dusting and wiping equipment, replacing projector lamps, light bulbs, cords, etc.; lifts and carries equipment to classrooms and transports to satellite centers.

Knowledge and Abilities Required:

Knowledge of: Operation and operational maintenance of pertinent audio-visual equipment.

Ability to: Read and follow operational directions; operate and adjust a variety of audio-visual and related equipment; lift and transport audio-visual and other moderately heavy equipment.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class AUDIO-

VISUAL EQUIPMENT OPERATOR by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources