

PART I

DEPARTMENT OF EDUCATION  
STATE OF HAWAII

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Class Specifications for the

AUDIO-VISUAL TECHNICIAN SERIES

This series includes positions involving as a paramount duty the maintenance and repair of various mechanical and electronic sound and visual projection equipment.

Positions in this series are generally located in the audio-visual unit of a school district, central audio-visual office or a multi-media installation in an educational institution. These positions provide technical support and assistance in programs utilizing electronic sound and projection equipment (still and motion picture projectors, sound application and recording systems, closed-circuit television systems, and other related equipment).

Audio-visual technicians perform mechanical and electronic repairs, maintenance, adjustment and modification of audio-visual equipment in addition to operating, storing, distributing and assisting users in the selection of equipment. The work also involves instructing others in the operation of audio-visual equipment and providing assistance regarding the best means of utilizing educational materials (a picture may be shown on a slide, over-head projector, etc.).

The class levels in this series are distinguished by variations in several classification factors. The most pertinent factors relating to this series are:

1. The nature and scope of work performed, primarily in the maintenance, repair and modification of the various equipment.
2. The nature of supervision received, including the written or oral guidelines that are available.

AUDIO-VISUAL TECHNICIAN I

8K.611

Duties Summary:

Performs routine maintenance and minor adjustments and repair work; operates equipment and instructing others in equipment operation; checks audio-visual equipment before distribution and upon return after use; and performs other duties as required.

Distinguishing Characteristics:

This is the entry-level class in this series. This class is distinguished by its responsibility for the performance of routine maintenance work and for making minor adjustments and repairs primarily of a mechanical nature but also including those of an electronic nature. Equipment includes still and motion picture projectors, audio-tape recorders and amplifying systems. Work is performed in accordance with established procedures. A position in this class may receive training in the performance of duties characteristic of the next higher level.

Typical Work Assignments:

Performs routine maintenance and minor adjustments and repair work of a mechanical and electronic nature; cleans and lubricates equipment; replaces lamps; tests and replaces tubes; repairs electrical connections; traces trouble in faulty recording or in a circuit by reading schematic diagrams, determining where the trouble is, and making repairs (usually replacement of parts); operates various audio-visual equipment such as still and motion picture projectors, audio-visual recorders and amplifying systems; instructs others in the operation of audio-visual equipment; stores equipment and related materials; checks equipment for completeness and condition; delivers equipment or supervises student helpers in the delivery and pick-up of equipment; maintains inventory files and other related records; may assist in the operation of more complex equipment such as closed-circuit television systems, video-recorders, and multiple and/or semi-automated systems equipment.

Knowledge and Abilities Required:

Knowledge of: Basic methods used in the operation and maintenance of audio-visual projection equipment, audio-tape recorders, amplifying systems and other related equipment; basic knowledge in simple electronic repair, component replacement and methods of checking operational function.

Ability to: Operate, check and maintain audio-visual equipment; make minor repairs and adjustments; instruct others in equipment operation; maintain files and records; give and receive oral and written instructions; work well with others.

AUDIO-VISUAL TECHNICIAN II

8K.613

Duties Summary:

Operates, maintains and repairs a variety of audio-visual equipment including the more complex types; makes minor electronic adjustments; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for the operation, maintenance and repair of a variety of audio-visual equipment including the more complex types such as videotape recorders, cameras, television monitors, etc. This work includes the performance of mechanical and electronic repairs as well as the performance of minor electronic adjustments to equipment and the instruction of others in the use of all equipment. A position in this class normally receives general supervision; however, closer supervision and/or specific instructions are provided if work of a higher level, such as modification of equipment, is assigned.

Typical Work Assignments:

Operates audio-visual equipment and/or instructs others in its operation; maintains and repairs audio-visual equipment, including both mechanical and electronic repairs; makes minor electronic adjustments of equipment; prepares audio-visual equipment for operation; instructs others in the use of equipment; orders and maintains a supply of accessory items; records closed-circuit television programs; may assist in the selection of new equipment; may make modifications to equipment as prescribed; may supervise one or two lower level technicians; may check quality of television playbacks; maintains records and files.

Knowledge and Abilities Required:

Knowledge of: In addition to the knowledge required at the I level, must have knowledge of the operation, maintenance and repair of the more complex audio-visual equipment.

Ability to: In addition to those abilities required at the I level, must have the ability to operate, repair and maintain the more complex audio-visual equipment, and make minor electronic adjustments to equipment.

AUDIO VISUAL TECHNICIAN III

8K.615

Duties Summary:

Operates and maintains an audio-visual installation involving systems of electronic equipment and controls; modifies equipment; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility for scheduling and explaining the technical use of a multimedia installation to instructors, assisting in rehearsing presentations, operating and arranging for the operation of equipment including evening and weekend use; scheduling and assigning work of student help; servicing equipment and controls, and modifying equipment to

improve handling and simplify operation. Equipment includes slide, filmstrip and movie projectors, videotape recorders and projectors, tape cartridges, stereophonic phonographs, and program sequencers.

Typical Work Assignments:

Operates all equipment and controls; performs preventive maintenance work which includes changing weak tubes, lubricating, cleaning and replacing or adjusting recording heads; does repair work which involves the utilization of electrical testing devices including the diagnostic use of the oscilloscope and signal generator; makes modifications such as installing new mounts for projection equipment, installing T.V. tuners and amplifiers into the system, and installing remote control devices; explains technical use of facilities, equipment and controls to faculty, staff and/or others; records closed-circuit television programs; checks quality of television playbacks; trains student help and oversees the work in the operation of equipment; arranges for operators for evening and weekend use of equipment; maintains records; requisitions supplies and maintains an adequate level of supplies; may assist in the selection of new equipment; may supervise lower level technicians.

Knowledge and Abilities Required:

Knowledge of: In addition to the knowledge required at the II level, must have knowledge of the operation, maintenance and repair of a variety of electronic sound and projection equipment, remote control devices, and audio and video circuits.

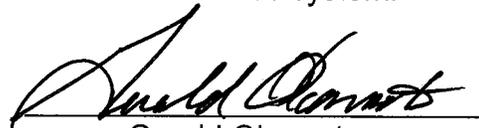
Ability to: In addition to the abilities required at the II level, must have the ability to operate, make repairs and perform preventive maintenance on a variety of sound and projection equipment and remote control devices and make modifications to sound and projection equipment and controls, supervise student help, maintain set schedules.

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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 classes AUDIO-VISUAL TECHNICIAN I, II, and III by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005

  
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