

APPROVED

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MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

Department of Personnel
Administration

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I. AUDIOVISUAL EQUIPMENT TECHNICIAN SERIES:

Audiovisual Equipment Technician I
Audiovisual Equipment Technician II

II. SUMMARY OF SERIES:

Incumbents of positions in this series perform preventive maintenance and minor repair of audiovisual equipment; operate audiovisual equipment; maintain schedules for the use of audiovisual equipment; requisition supplies; and perform related work as required.

The basic purpose of this work is to maintain, repair, operate and advise others on the use of audio-visual equipment.

III. ORGANIZATIONAL LEVELS:

Audiovisual Equipment Technician I is the entry-level supervisory technical job in this series.

Audiovisual Equipment Technician II is the second-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Performs preventive maintenance and minor repair of audiovisual equipment and decides if equipment should be repaired or replaced.
2. Uses electrical and laboratory test equipment including ohmmeters, voltmeters and ammeters to measure and calculate voltage, amperage, wattage and resistance as necessary to test for open circuits, find defects, etc.
3. Requisitions and distributes supplies such as video tape, film or electrical wiring.
4. Gives technical advice and instructions on such matters as the use, maintenance and repair of audiovisual equipment and methods for making audiovisual presentations or productions.
5. Reads blueprints or schematic drawings to repair or install audiovisual equipment.
6. Operates audiovisual equipment such as tape recorders, movie projectors or amplifiers to troubleshoot equipment or to give presentations.

7. Contacts vendors to arrange for calibration or repair of equipment or to get information on equipment to recommend purchases or rental.
8. Maintains a schedule for the use and maintenance of equipment.
9. Prepares reports of equipment usage and repair.
10. Designs audiovisual setups for presentations.
11. Proposes policies and procedures for the operation of the audiovisual unit.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Audiovisual Equipment Technician II:

Incumbents of positions at this level also:

1. Perform major repair or modification of audiovisual and related equipment and develop service procedures as necessary to be followed when new problems arise.
2. Design new equipment for use in the audiovisual or broadcasting department.
3. Determine inventory levels of all equipment and supplies.
4. Determine which equipment will be purchased or rented, and prepare bid specifications when necessary.
5. Prepare reports on financial needs of the unit for incorporation into the agency budget.
6. Set policies and procedures for unit operations to include determining schedules for the use or maintenance of equipment.
7. Install and adjust specialized electronic control equipment such as those used in video switching.
8. Edit videotapes or other video presentations for quality.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with all users of agency audiovisual equipment.

VII. SUPERVISION RECEIVED:

Audiovisual Equipment Technician I

Incumbents of positions at this level receive general supervision from Audiovisual Technicians or other employees higher grade who provide instruction and technical assistance, assign work and review performance through written and verbal reports for effectiveness of work and conformance policy.

Audiovisual Equipment Technician II:

Incumbents of positions at this level receive general supervision from employees of higher grade who provide procedural and policy guidance, assign work and review performance through conference or written reports for conformance with policy and agency objectives.

VIII. SUPERVISION EXERCISED:

Audiovisual Equipment Technician

Incumbents of positions at this level exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to and review the performance of 1-5 technical personnel engaged in audiovisual work; and functional supervision (i.e. over certain but not all work activities, or over some or all work activities on a temporary basis) over 6-15 students or volunteers engaged in audiovisual work.

Audiovisual Equipment Technician II.

Incumbents of positions at this level exercise direct supervision (i.e. not through an intermediate level supervisor) over, assign work to and review the performance of 1-10 technical personnel; and functional supervision (i.e. over certain but not all work activities, or over some or all work activities on a temporary basis) over 6-25 students or volunteers.

IX. WORKING CONDITIONS:

Audiovisual Equipment Technicians lift heavy objects up to 80 pounds; work moving machinery; and are exposed to the hazards of electrical/electronic equipment, noise, etc.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the types and uses of audiovisual equipment such as still projectors, motion picture projectors, television and phonographic equipment.
2. Knowledge of the materials and supplies used in audiovisual work.
3. Knowledge of the principles of basic electronics as applied to audiovisual equipment.
4. Knowledge of the types and uses of testing equipment used in audiovisual work such as multimeter, oscilloscope, signal trace, transistor checker or tube checker.
5. Knowledge of appropriate identification equipment used to mark electric or electronic products and equipment, such as an engraver, branding iron, stencil, spray paint or permanent marker.
6. Knowledge of calibration and or adjustment techniques used in audiovisual work.

8. Knowledge of the types and uses of hand-held power tools such as power drills.
9. Knowledge of the types and uses of precision measuring equipment and devices such as micrometers, calipers, levels, rulers and steel squares.
10. Knowledge of the principles of electricity as applied to audiovisual equipment.
11. Skill in the use of precision measuring instruments used in electronics work.
12. Skill in using small hand tools such as hammers, saws, screwdrivers, chisels and drills.
13. Skill in using hand-held power tools such as saws, drills and power saws.
14. Skill in the use of general types of precision measuring equipment and devices such as micrometers, calipers, levels, rulers and steel squares.
15. Ability to conduct training and instruction.
16. Ability to establish and maintain harmonious working relationships with others.
17. Ability to exercise sound judgment.
18. Ability to follow oral instructions.
19. Ability to follow written instructions.
20. Ability to give oral and written instructions in a precise and understandable manner.
21. Ability to write clearly and concisely.
22. Ability to read and interpret documents such as equipment operating manuals, specifications and layouts.
23. Ability to read and interpret such documents as schematics, drawings and plans.
24. Ability to understand and apply the laws, rules and regulations governing assigned unit activities.
25. Ability to explain the provisions of the laws, rules and regulations governing assigned unit activities.
26. Ability to understand and apply the policies, procedures, specifications, standards and guidelines governing assigned unit activities.

27. Ability to explain the policies procedures, specifications, standards and guidelines governing assigned unit activities.
28. Ability to understand and apply agency procedures and guidelines governing the purchase of audiovisual supplies, materials and equipment.
29. Ability to maintain accurate records.
30. Ability to prepare general reports.
31. Ability to lift heavy objects.
32. Ability to carry heavy objects.
33. Ability to supervise including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

Additional qualifications required at hire for Audiovisual Equipment Technician II positions:

1. Knowledge of the principles, practices and techniques of supervision.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the policies, procedures, specifications, standards and guidelines governing assigned unit activities.
2. Knowledge of the types and uses of agency forms.
3. Knowledge of the laws, rules and regulations governing assigned unit activities.

Additional qualifications acquired on job in Audiovisual Equipment Technician I positions:

1. Knowledge of the principles, practices and techniques of supervision.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Audiovisual Equipment Technician I:

Applicants must have (A) at least one year of full-time, or equivalent part-time, technical experience in the repair and/or maintenance of audiovisual equipment including projectors, tape recorders, videotape devices, phonographic equipment, etc. or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's or higher degree with a major in electronics or electrical engineering may be substituted for the required experience.*
- II. A diploma or certificate from a recognized trade or technical school above the high school level with a major in electronics or electricity may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Audiovisual Equipment Technician II:

Applicants must have (A) at least two years of full-time, or equivalent part-time, technical experience in the repair and/or maintenance of audiovisual equipment including projectors, tape recorders, videotape devices, phonographic equipment, etc. or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's or higher degree with a major in electronics or electrical engineering may be substituted for a maximum of 1 year of the required experience.*
- II. A diploma or certificate from a recognized trade or technical school above high school level with a major in electronics or electricity may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

XIII. SPECIAL REQUIREMENTS:

Audiovisual Equipment Technician II:

Based on assignment, may require possession of: 1) A First Class Radio-telephone Operator's license issued by the Federal Communications Commission, and 2) a Master Technical license issued by the Massachusetts Board of Registration of Radio and Television Technicians.

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