



JOB DESCRIPTION

Salary Grade: 8 CUPE 1328

Job Title:
Senior Audio Visual Technician

PRIMARY FUNCTION

The main purpose of this job is the maintenance and repair of computer and audio/visual equipment, and the testing equipment used in this work. Develop and design various test equipment and provide technical assistance to other members of the department.

MAIN RESPONSIBILITIES

1. Repairs and maintains digital equipment such as computers, disc drives, printers, modems, recorders, interfaces etc. by:
 - picking up the next piece of equipment needing repairs from the shelf and reading repair tag for possible identification of problem
 - opening up the equipment and using an air hose to blow out dust and cleaning parts with alcohol and brush or cotton swab
 - utilizing test equipment, various equipment service manuals and circuit diagrams to isolate and identify the problem
 - replacing parts (chips, transistors, etc.) or repairing parts using a soldering iron/gun and other tools as necessary
 - testing the repair jobs by utilizing the same process that was used to initially isolate the problems
2. Performs maintenance and repairs to Audio Visual and Computer Testing Equipment and designs and builds various Testers and Cables used in the repair department by:
 - aligning (fine tuning) and calibrating (setting up to manufacturers specifications) equipment
 - designing and building equipment for testing as a Floppy Disc Tester, Colour Monitor Tester, Circuit Boards for W5H etc.

- drawing schematic diagrams of equipment where none are provided.
3. Performs maintenance and repairs to such equipment used in schools and at the C.E.C.as Audio/Video Recorders, Video Cameras, Slide Projectors, Language labs, by:
 - picking up the equipment and cleaning where necessary (e.g. heads, rollers) with cotton swabs and alcohol
 - utilizing service manuals for the operating, adjusting and schematic diagrams of the equipment
 - using various pieces of testing equipment as an Oscilloscope, Digital Multi-Meter, Frequency Counter, Sine-Square Audio Generator, etc.
 - replacing defective parts (eg. Chips, transistors) or repairing them using such tools as soldering iron, pliers, screw-drivers, solder, tape, etc.
 4. Maintains record of all computer repairs.
 5. Answers telephone queries from schools and other Departments as to the status of equipment in for repairs or seeking assistance on certain difficulties they are experiencing with equipment. Provides technical assistance to the members of the Department on all Audio Visual Equipment and Computers.
 6. Assists in the evaluation of tendered equipment to the Board by:
 - checking the serviceability and durability of the equipment and the availability of parts
 - keep current with job related technology
 7. Setting up and fine tuning the Audio/Video Duplicating Equipment and manufacturing patch panels, boxes and cables to facilitate this equipment
 8. Performs other duties as requested or required.

SKILL

- Minimum 3 year post secondary education in Electronic Engineering Technologist or Micro Computer Technologist, or equivalent.
- 4-7 years related experience

EFFORT

- The complexity of the job is in finding the source of trouble by using a variety of testing equipment and repairs the items.
Fine tuning the test equipment. Designing and making circuit boards and test equipment.

- Visual concentration and strain is required when tracing Schematic Diagrams and PC Board circuits. Fine work is required when soldering and replacing transistors etc.
- Physical effort required when lifting and carrying equipment (up to 30+ lbs).

RESPONSIBILITY

- Independence of action in selecting method/route of identifying and isolating problem in equipment. Decides on the design and making of test equipment and circuit boards.
- Provides technical guidance and assistance to Audio Visual Technicians (computers and audio visual repairs).
- Improper repair to equipment could result in injury to users.
- Improper repairs to equipment could result in damage to machine, inconvenience to user and financial loss to the Board. Improper design and making of test equipment and circuit boards would produce malfunction of equipment.
- Contact with staff in performance of duties, other contacts with teachers, administrators, cable company personnel and manufacturers.

WORKING CONDITIONS

- Exposure to fumes from various repair and cleaning materials as solder, glue, contact cleaners and lubricants.
- Required to lift heavy Audio Visual Equipment daily (up to 30 lbs)
- Own office space.