

MULTI-MEDIA TECHNICIAN SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in the maintenance, repair and testing of audio-visual equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises and participates in the maintenance, repair and testing of audio-visual equipment; establishes work schedules and practices; makes decisions regarding need for and extent of repairs to be made; trains subordinates in the maintenance and repair of new equipment.

Makes time and material estimates; reviews work in progress; inspects completed jobs; supervises the maintenance of records of repairs and operating expenses, inventory and replacement orders.

Establishes a reporting system; tags all audio-visual equipment indicating hours of service and its estimated time of repair; provides superior with periodic reports of out of service equipment and estimated repair date.

Implements agency policies for personnel, training and safety.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, methods, practices, techniques, tools and test equipment used in the maintenance and repair of audio-visual equipment.

Knowledge of electronics and electricity.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate policies and procedures.

Ability to provide oral and written instructions.

Ability to maintain records and prepare reports.

Ability to enforce safe work practices on the job.

Skill in the maintenance and repair of audio-visual equipment.

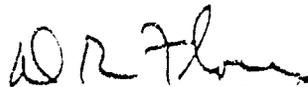
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MINIMUM EXPERIENCE AND TRAINING:

(A) Six years of experience in the maintenance, repair and testing of audio-visual equipment, including two years at the skilled level; or

(B) Any equivalent combination of experience and training which provides the minimum experience and training.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission