

# FAYETTE COUNTY PUBLIC SCHOOLS

## Audio Visual Technician Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Facilities Services Department	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Lead Audio Visual Technician	<b>WORK CALENDAR:</b>	240 Days 8 Hr/Day
<b>SALARY SCHEDULE:</b>	Classified Salary Schedule	<b>APPROVED (Board):</b>	May 2018
<b>PAY GRADE:</b>	5080 (HS/GED) 5280 (Industry Certification)	<b>REVISED:</b>	September 2023; September 2022; July 2018

**SUMMARY:** Performs skilled work associated with installation, repair, and maintenance tasks on a variety of electronic equipment and devices.

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Assume responsibility for the safe operational condition of media retrieval, intercom/clock systems, sound systems, video/IP broadcast systems, cable systems, digital signage and digital scoreboards
3. Troubleshoot and make repairs on all audio visual equipment and devices in all school owned facilities
4. Install new intercom systems, video/IP broadcast systems, digital signage and digital scoreboards where systems are being replaced or added as directed
5. Assist Technology Services Department with the installation/maintenance of connected classroom equipment
6. Recommend supplies and equipment for purchasing and maintain the inventory of school system owned tools, equipment and supplies
7. Assist other technicians and sub-contractors as necessary
8. Assist in estimating the costs of audio visual projects in terms of labor and materials
9. Examine county-owned facilities on a regular basis for purposes of preventative maintenance
10. Complete and maintain all required paperwork; maintain accurate and complete records of all work orders
11. Maintain all tools related to the position
12. Perform other duties as assigned and allowable by intended program

### REQUIRED QUALIFICATIONS:

High school diploma or state approved high school equivalent

Electronic experience

Hold a valid Georgia Motor Vehicle Operator's License

Excellent oral, written and interpersonal communication skills

### PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to Exert up to 100 pounds of force occasionally, and/or up to 50 pounds frequently, and/or up to 20 pounds of force constantly to move objects. Frequent standing, walking, bending, lifting, stooping, kneeling, crouching and climbing ladders. Ability to extend hands and arms in any direction; push and pull objects; execute substantial movements/motions of the wrists, hands and/or fingers; use of all

senses; travel from site to site within the county and tolerate a work environment which includes extreme temperatures. Vision, hearing and verbal communications are essential functions of this position.

**PREFERRED QUALIFICATIONS:**

Electronic technician training in a vocational school  
Proficient in the use of a variety of computer applications  
Five years of electronics field experience

**REQUIRED DUTIES & RESPONSIBILITIES:**

Employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. Employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.