

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### ELECTRONIC REPAIR I

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Eight (8) years of verifiable experience in television, VCR, classroom audio/visual equipment, MATV/CCTV systems and PA systems and approved vocational certification.
- Class "D" or "E" driver's license required upon start date.
- Ability to read and comprehend systems drawings and riser details.
- Ability to physically perform responsibilities listed below.
- Knowledge of technology as related to specific job functions.

**REPORTS TO** Division Supervisor

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To ensure audio/video equipment and signal distribution systems are maintained and repaired in an efficient manner as District needs demand with minimal service disruption.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Diagnose and repair inoperative audio/visual equipment and systems.
2. \* Evaluate all district A/V equipment for cost effectiveness of repair verses replacement and subsequent inventory removals.
3. \* Establish repair parts inventory levels and initiate timely order requests.
4. \* Perform bench repairs of amplifiers, power supplies, District audio/visual equipment, as well as all electronic and mechanical projection equipment
5. \* Maintain repair records and schedule pickup and delivery of equipment to and from the schools.
6. \* Assist in the design and specification of A/V equipment and systems, and verifying the work performed under purchase order contracts.
7. \* Assist in estimating and planning A/V systems projects.
8. \* Oversee and ensure the proper completion of work when performed and assisted by assigned Helpers and/or Laborers.
9. \* Accurately and promptly document labor hours and materials expended on assigned tasks
10. \* Identify and report to Supervisor repair needs and safety discrepancies when observed at facilities.
11. \* Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts
12. \* Evaluate and schedule to optimize resources of all work orders regarding A/V equipment and systems.
13. \* Maintain accountability and inventory for assigned tools and equipment.
14. Perform other duties as assigned by the Division Supervisor.

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**D-09 \$39,748 - \$70,587**  
M-12 D-258 H-2064

##### POSITION CODES

PeopleSoft Position **Multiple**  
Personnel Category **17**  
EEO-5 Line **53**

##### ADA CODES

Function **8100**  
Survey Code **81026**  
Job Code **1648**  
2 **Heavy Work**  
3 **A through V**  
4 **C through J**

##### BOARD APPROVED

April 8, 1997