

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MECHANIC, Electronic Repair

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years of verifiable experience in classroom audio/visual equipment and electronic support systems.
- 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 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 systems and equipment.
2. * Perform bench repair of classroom audio/visual equipment, as well as all electronic and mechanical projection equipment.
3. * Install and maintain other electronic support equipment and systems.
4. * Assist in the design and specification of A/V equipment and systems, and verifying the work performed under purchase order contracts.
5. * Assist in estimating and planning A/V systems projects.
6. * Oversee and ensure the proper completion of work when performed and assisted by assigned helpers and/or laborers.
7. * Accurately and promptly document labor hours and materials expended on assigned tasks
8. * Identify and report to supervisor repair needs and safety discrepancies when observed at facilities.
9. * Able to safely operate and work from ladders, scaffolding, platforms and personnel lifts
10. * Establish repair inventory levels and initiate timely order request.
11. * Maintain repair records and schedule pickup and delivery of equipment to and from the schools.
12. * Maintain accountability and inventory for assigned tools and equipment.
13. Perform other duties as assigned by the Division Supervisor.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
D-06 \$34,401 - \$61,091
M-12 D-258 H-2064

POSITION CODES

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

Function **Vary**
Survey Code **81026**
Job Code **1924**

ADA CODES

2 **Heavy Work**
3 **A through V**
4 **C / E through J**

BOARD APPROVED

December 12, 2000