

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to moving mechanical parts, works in high precarious places, fumes, toxic or caustic chemicals, electrical units, vibrations, slippery or uneven surfaces. The noise level in the work environment is usually moderate.

REPORTS TO Supervisor of Specialty Trades

GENERAL RESPONSIBILITIES

1. Repairs and maintains all audio/visual instructional devices and various electrical systems.

SPECIFIC RESPONSIBILITIES

1. Repairs and maintain all audio/visual instructional devices (TVs, projectors, tape recorders, cameras, VCRs, DVDs, etc), schedule bell systems, clock systems, intercom systems, public address systems, athletic area scoreboards, auditorium lighting and sound systems.
2. Completes work orders and other assignments completely and within established standards.
3. Repairs/maintains school television distribution systems.
4. Arranges with the Supervisor of Specialty Trades, Director of Maintenance (or their designees) for the completion of projects requiring cooperative efforts.
5. Exercises initiative and judgment within the scope of authority and assumes responsibility without direct supervision.
6. Follows necessary procedures for expenditure of supplies and equipment for district maintenance repairs and services, including prior approval from the Supervisor, Director of Maintenance, or their designees.
7. Assumes accountability and responsibility for the proper utilization of tools, equipment and vehicles furnished by the School District.
8. Performs other duties as assigned.