

Civil Division: BOCES; Schools  
Jurisdictional Class: Competitive  
EEO Category: Technicians  
Revised: 05/01/08

## **MICRO-COMPUTER/AUDIO-VISUAL REPAIR TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position that involves responsibility for testing, installing, repairing and maintaining a variety of micro-computer and audio-visual equipment used in school districts. This class differs from that of Audio-Visual Repair Technician, due to the greater scope of equipment serviced and the more complex nature of repairs performed. The main focus of this classification is servicing micro-computers and related electrical equipment. The work is performed under general supervision of the Director of Information and Technology or a Telecommunications Specialist, with leeway allowed for the exercise of independent judgment in carrying out the technical details of the work. Supervision may be exercised over the work of subordinate employees, student helpers or trainees. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Repairs, tests, delivers, installs and maintains micro-computers, and related peripheral equipment, on a free-standing or local or wide area network basis, including wiring to connect monitors and printers (related peripheral equipment, i.e.: system boards, floppy and CD-ROM drives, hard drives, keyboards, mice, monitors, printers, tape back-up systems, memory modules, interface cards, video and sound cards, modems, scanners etc.);

Repairs, tests, delivers, installs and maintains closed-circuit and off-air television receivers and related equipment, including wiring into public address systems in district schools;

Analyzes repair needs for micro-computers and other electronic equipment which cannot be resolved by other technicians;

Answers service and repair calls to members of school districts;

Communicates with school district administrative staff concerning their specific needs for changes or additions to their buildings in the micro-computer/audio-visual equipment area;

Communicates with members of school districts concerning status of equipment in the shop for repair;

Orders and maintains an inventory of supplies and repair parts;

Maintains service and repair records;

Maintains current maintenance manuals, parts lists and equipment schematics;

Assists in demonstrating and instructing teachers in use of micro computer, closed-circuit television and other related equipment;

Keeps informed of the latest methods of audio-visual repair by studying reports and manuals and by attending service schools;

May install, check and maintain wiring system for phones, including operation of computerized management system to ensure proper installation;

May repair, test, adjust, calibrate and clean audio-visual and electrical equipment including phonographs, filmstrip, slide, overhead and motion film projectors, tape and video tape recorders, television receivers, public address amplifiers and shop test equipment;

May provide video-taping services for member districts;

May be required to lift 50 Lbs;

Daily travel may be required.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the repair and maintenance of micro-computers, closed-circuit televisions, and other audio-visual equipment; good knowledge of the testing, alignment and maintenance of micro-computers, closed-circuit televisions and other audio-visual equipment; good knowledge of the tools, terminology and safety pre-cautions involved in the maintenance and repair of micro-computers, closed-circuit televisions, and other audio-visual equipment; good knowledge of basic electronics, including wiring diagrams, schematics and use of electronic test equipment; ability to install, repair, alter and maintain a variety of electronic and audio-visual equipment, including micro-computers and telephone systems; manual dexterity; mechanical aptitude; dependability; physical ability commensurate with position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college or technical institute with an Associate Degree in computer technology, electronics, electrical technology, communications technology or a closely related field **AND** one (1) year of experience in the repair, installation and testing of micro-computer, television, electronic and/or audio-visual equipment; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience, as defined in (A) above.

**NOTE:** Verifiable part-time and/or volunteer experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

Title Change from "Micro-Computer/Audio Visual Equipment Repair Technician" - Adopted: 08/02/89  
Revised: 08/13/98, 06/05/95  
Title Change to "Micro-Computer/Audio Visual Repair Technician":  
Reviewed: 07/07/99  
Reviewed: 07/13/06  
Revised: 05/01/08

*Title in promotional series: Micro-Computer/Audio-Visual Repair Technician Assistant,  
Micro-Computer/Audio-Visual Repair Technician*