

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TELECOMMUNICATIONS SPECIALIST I

BASIC FUNCTION:

Under the direction of the Vice President of Instruction, perform complex and technical duties involved in the maintenance and repair of a wide variety of audio-visual, electronic and related equipment.

DISTINGUISHING CHARACTERISTICS:

The Telecommunications Specialist I performs complex and technical duties involved in the maintenance and repair of a wide variety of audio-visual, electronic and related equipment. The Telecommunications Specialist II performs complex specialty work in the College's television and audio studios responding to the needs of the ITV Program.

REPRESENTATIVE DUTIES:

Perform complex technical work involving emergency repairs and preventive maintenance on a variety of audio-visual, electronic and related equipment in a variety of College locations including classrooms, media center and audio-visual check out area. (E)

Install and maintain ITV receiving sites throughout the District. (E)

Estimate time and material costs; maintain service records and parts inventory; order, receive, catalog and store supplies, materials and equipment; maintain inventories; mark equipment with appropriate identification. (E)

Install networking system to include RF video/audio and data at various College sites. (E)

Maintain equipment inventory, location and replacement schedule. (E)

Evaluate audio-visual equipment placement needs; evaluate products for possible District purchase. (E)

Prepare and maintain a variety of records, reports and files. (E)

Conduct work in a timely manner to prevent interruption of the instructional program. (E)

Test, adjust and maintain calibration equipment. (E)

Train and coordinate the work of student assistants as assigned; cover student assistants absences. (E)

Design, modify and install related audio-visual systems as assigned. (E)

Assist instructors, students and staff in the operation, use and care of equipment, materials and supplies of the studio and Remote Productions providing specialized needs as directed. (E)

Perform minor repair of Learning Resources computers.

Perform related duties as assigned.

KNOWLEDGE OF:

Oral and written communication skills.

Technical aspects of field of specialty.

Methods, materials, tools and equipment used in the maintenance and repair of audio-visual and electronic equipment.

Principles, terminology, operation, use, maintenance and repair of a variety of audio-visual and electronic equipment related to media services and broadcast industry.

Record-keeping techniques.

Safety regulations.

ABILITY TO:

Operate, diagnose, repair, adjust and maintain a wide variety of audio-visual and electronic equipment related to media services.

Perform work according to approved guidelines and procedures.

Read and understand schematics of various manufacturers both foreign and domestic.

Estimate labor and material costs.

Make arithmetic computations with speed and accuracy.

Understand and follow oral and written instructions.

Work cooperatively with others.

Work independently with little direction.

Meet schedules and time lines.

Plan and organize work.

Train and provide work direction to others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Operate studio equipment to prepare video and audio tapes.

Provide technical assistance to students during student productions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associates Degree in electronics and two years of experience in the repair of electronic and audio-visual equipment including repair and alignment of television production equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting and carrying heavy objects.

Pushing or pulling equipment.

Climbing ladders and working from heights.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Dexterity of hands and fingers to operate hand and power tools.

HAZARDS:

Working at heights.