

## YUBA COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: TELECOMMUNICATIONS SPECIALIST II**

#### **BASIC FUNCTION:**

Under the direction of the Dean of Language and Fine Arts, perform complex and technical duties involved in the maintenance and repair of a wide variety audio-visual, computer, electronic and related equipment. Maintenance of district audio-visual inventory; design and construction of audio-visual systems in (smart) classrooms; programming and networking of audio-visual switching control systems.

#### **DISTINGUISHING CHARACTERISTICS:**

The Telecommunications Specialist II performs complex and technical duties involved in the maintenance and repair of a wide variety of audio-visual, electronic, computer and related equipment. The Telecommunications Specialist III performs complex specialty work in the District'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, computer and related equipment in a variety of College locations including classrooms, media center and audio-visual check out area. (E)

Design, modify, program and install related audio-visual and switching systems in (smart) classrooms as assigned. (E)

Assist Telecommunications Specialist III to install and maintain ITV origination and 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 systems to include RF video/audio, data and monitoring systems at various College sites and classrooms. (E)

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

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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)

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 speciality.

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 variety of audio-visual, computer and electronic equipment related to media services.

Program multi-media and related switching and control systems.

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 calculations quickly and accurately.

Provide technical assistance to students during student productions.

Operate studio equipment to prepare video and audio tapes.

Communicate effectively both orally and in writing.

Work independently with little direction.

Plan and organize work.

Maintain records and prepare reports.

Understand and follow oral and written instructions.

Work cooperatively with others.

Meet schedules and time lines.

Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: an Associate's Degree in electronics or related field and three years experience in the repair of electronic and audio-visual equipment, computers, including the repair and alignment of projector systems and/or television production equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid driver's license.

**ENVIRONMENT:**

Indoor work environment.

Driving to conduct work.

**PHYSICAL ABILITIES:**

Seeing to view television screens.

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

Climbing ladders and working from heights.

Lifting and carrying heavy objects.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist.

Kneeling or crouching.

Pushing or pulling equipment.

**HAZARDS:**

Working at heights.