

TECHNICIAN – AV/TELEPHONY

JOB DESCRIPTION METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

PURPOSE: Oversees operation and maintenance of District AV and telephone systems.

PERFORMANCE RESPONSIBILITIES:

1. Diagnoses equipment problems and coordinates their repair.
2. Repairs and maintains audiovisual equipment, public address systems, clocks and telephone equipment.
3. Provides onsite repairs or transports equipment to Bridgeport for repair.
4. Maintains an inventory of basic repair parts.
5. Provides recommendations for equipment specifications.
6. Assists in preparing budget for AV and related maintenance items.
7. Provides consultative services on the operation of the equipment.
8. Maintains repair records.
9. Establishes and follows a summer cleaning schedule for AV equipment.
10. Provides primary technical support for the Telephony Projects.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: October 2016.