

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: MICROCOMPUTER MEDIA TECHNICIAN**

#### **BASIC FUNCTION:**

Under direction of the Area Administrator or assigned supervisor, perform skilled and technical duties in the installation, adjustment, maintenance and minor repair of a variety of microcomputer, audiovisual, video, satellite dish and television, and related electronic equipment; assist faculty, staff and students in the use of microcomputer, audiovisual and related equipment.

#### **REPRESENTATIVE DUTIES:**

Install, adjust, maintain and perform minor repair to a wide variety of audiovisual, video, satellite dish and television, and related electronic equipment used in a community college district including computer terminals, television monitors, videocassette recorders, video cameras, microfilm readers, movie and slide projectors, overhead projectors, printers, business machines, dictaphones, calculators, and sound system equipment.

Inspect, troubleshoot and diagnose electronic and mechanical failure or malfunctioning of equipment; disassemble equipment and replace defective parts; identify the need for major repairs and those covered under warranty.

Maintain inventory of parts, lamps and other items used frequently in equipment repair; order and install replacement parts; obtain service and parts manuals for microcomputer, audiovisual and related equipment.

Evaluate new equipment to be purchased for instructional use; inspect new equipment upon receipt, assure proper operation, and order parts to back up operation and facilitate timely repair service; recommend replacement or upgrade of obsolete and current equipment.

Operate a wide variety of hand and power tools, testing and measurement devices and other technical equipment used in the repair and maintenance of electronics equipment.

Troubleshoot, repair and maintain malfunctioning microcomputers and related peripheral devices to the component level; conduct diagnostic and performance tests to assure proper operation of hardware, peripheral equipment and applications software; install, replace and upgrade memory chips, drives and other parts as required.

Assist in the preparation of the audio visual budget; prepare recommendations and justifications for equipment upgrade or replacement as requested.

Develop and implement a comprehensive preventive maintenance schedule for microcomputer, audiovisual and other electronic equipment; install software and network computers; maintain related service and repair records.

Instruct and assist faculty, staff and students in the use and care of microcomputer and audiovisual equipment.

Operate satellite systems and big screen projection systems as needed; videotape classes, instructional activities and special events

Video tape classes, speeches and speech finals, seminars, lectures, special events and sports events as needed; assure audio visual needs are met during graduation; perform emergency repairs as needed.

Pick up and deliver equipment to various locations on campus and the external campus, using a District vehicle.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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Principles of electronics and other electrical concepts related to the installation, adjustment, maintenance and repair of a wide variety of microcomputer, audiovisual and related electronic equipment.

Diagnostic techniques, equipment and tools used in electronic repairs and maintenance.

Operation and repair techniques involved in a wide variety of audio visual, video and other electronic equipment.

Vendors and sources of supplies and parts.

Techniques of training users in the operation of equipment.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Recordkeeping methods and inventory practices.

**ABILITY TO:**

Install, maintain, adjust, troubleshoot and repair microcomputer, peripheral equipment, audiovisual, video, satellite dish and television and related electronic equipment.

Locate and replace defective parts and components.

Read and work from electrical and electronic schematics.

Trace electronic malfunctions, diagnose repair needs and take appropriate action.

Assist and train others in the use of microcomputer, audiovisual and related electronic equipment.

Maintain records and generate reports related to equipment maintenance and repairs.

Evaluate and order new and replacement parts and equipment.

- Remain current concerning technological advances in the field of electronics.
- Plan and implement a comprehensive preventive maintenance program.
- Lift electronic equipment and other objects weighing up to 50 pounds.
- Observe health and safety regulations.
- Work independently with little direction.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: two years of college level coursework in electronics and three years of experience in repairing microcomputers, audiovisual, video and related electronic equipment.

**LICENSES AND OTHER REQUIREMENTS:** Valid California driver=s license.

**WORKING CONDITIONS:** Duties are primarily performed in a microcomputer/media repair, instructional lab or library environment and requires travel from one location to another to conduct work. Incumbents are subject to noise from computer equipment operation, fumes from cleaning chemicals, and working with high voltage electricity.

**PHYSICAL DEMANDS:** Must stand for long periods of time; use hands and fingers to adjust, maintain or repair microcomputers and other media equipment; reach with hands and arms; bend, stoop, kneel or crouch; speak clearly and distinctly to provide information to others; see to diagnose malfunctions and repair equipment; hear and understand voices over telephone and in person; move and transport equipment weighing up to 50 pounds; and drive to various locations to conduct work.