

INSTRUCTIONAL COMMUNICATIONS TECHNICIAN

KIND OF WORK

Operation and maintenance of instructional communications equipment.

NATURE AND PURPOSE

An employee in this class is responsible for the operation and maintenance of the radio and video control rooms, CCTV distribution systems, FM transmitting, video tape recorders, audiovisual and other instructional communications equipment. He sets up equipment, controls picture and sound quality during transmission, and makes emergency adjustments and repairs as necessary. He may function as a lead worker, supervising the technical aspects of the operation of equipment by student workers. Work assignments are received either orally or in writing from a higher level employee who periodically inspects production and occasionally assists on the more complex projects.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Installs new radio and television equipment, transmission and feeder branch installations as well as classroom facilities.

Modifies equipment to meet the specific requirements of a particular assignment.

Maintains equipment to insure high level performance.

Makes periodic checks to determine probable breakdowns or problem areas.

Installs and maintains language laboratory and electronic library resources equipment.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the fundamental principles of electronics, of radio and TV practices, methods and procedures.

Considerable knowledge in performing maintenance on equipment including the procedures and proper use of schematics and test equipment.

Instructional Communications Technician

Class Specification

Page 2

Considerable knowledge of the methods and procedures of the video and audio tape recording operation involved with recording, tape evaluation, special recordings and playbacks.

Considerable knowledge in the operation of a wide variety of video and audio broadcasting equipment.

Some knowledge of FCC rules, regulations, restrictions or conditions.

Ability to:

Follow schedules closely and to react quickly in case of emergencies.

Use hand tools.

LEGAL/LICENSURE

Possession of a First Class Radio Telephone license for certain designated positions.

Est.: 6/70

Ckd.: 11/92

Rev.:

T.C.:

Former Title(s):