



Code: 0902
Family: Public Relations and Creative Arts
Service: Administrative
Group: Clerical, Accounting, and General Office
Series: Audio-Visual

CLASS TITLE: AUDIO EQUIPMENT TECHNICIAN

CHARACTERISTICS OF THE CLASS

Under supervision, performs technical duties in the operation and maintenance of audio-visual equipment, and performs related duties as required

ESSENTIAL DUTIES

- Operates various types of audio-visual equipment (e.g., tape decks, high speed tape duplication equipment, VHS and DVD players, DAT machines, projectors, sound mixing board, light board, video and sound recording equipment)
- Ensures top quality sound by constantly checking samples
- Maintains audio-visual equipment and related computer hardware and software
- Logs the receipt of new master materials (e.g., magazines, open reels), inspects for quality and orders replacements for defective items
- Rewinds copies of VHS tapes and maintains inventory
- Maintains and stocks duplicating equipment and other materials needed for production
- Inspects materials (e.g., video cassettes, DVDs, laser discs) to verify damage and problems reported by viewers and repairs same
- Updates CD-ROM products to provide staff with reference and collection development support
- Packages duplicated materials (e.g., cassettes, magazines) for mailing, as required
- Sets up and strikes audio/visual equipment for department programs and events, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- One year of work experience in operating and maintaining a variety of audio-visual equipment or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to loud noises

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Digital editing equipment (e.g., playback video decks, audio consoles, video scanners)

- Audio-visual equipment (e.g., DAT machines, players of DVDs, VHS tapes, video cameras and related production equipment)

PHYSICAL REQUIREMENTS

- Frequently lifts and carries (up to 50 pounds)
- Ability to stand and walk for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to quickly bend, stretch, twist or reach out with one's body, arms and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- *audio and video equipment
- applicable department programs, organizations, and resources
- *applicable computer software packages (e.g., PowerPoint)

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *INSTALLATION - Install equipment, machines, wiring, or programs to meet specifications
- *REPAIRING - Repair machines or systems using the needed tools
- *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2014