



## Classification Description

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**Job Title: Audio Visual Technician**

**Pay Grade: TEMP**

**Job Code: 9090A**

**FLSA Status: Non-Exempt**

### **Job Purpose**

This is temporary work in the setup and/or operation of Audio Visual (AV) equipment in support of FSW academics or FSW events, as assigned.

Work supporting FSW academics will take place in various academic locations including, but are not limited to, classrooms, labs, multipurpose spaces, auditoriums, and instructor utilized remote learning spaces. Most work will occur on the Charlotte, Collier, and Lee County sites, but could take place at any of the FSW campuses.

Work supporting FSW events includes, but is not limited to, sporting events, concerts, and office video conference meetings. Most work will occur at FSW's SunCoast Athletics Arena but could take place at any of the FSW campuses.

### **General Responsibilities**

#### **Essential Functions**

##### **AV Technician-FSW Academics**

Provides delivery, disassembly/reassembly of refreshed technology components, removal of old equipment, mounting of equipment, setup, neatly re-cabing of components, and cleanup of any packaging from the installation per the direction of IT assigned supervision.

Reads technical manuals, confers with other IT technicians and supervisors, and conducts diagnostics to determine the nature of problems while refreshing the academic equipment.

Pulls, prepares, and maintains quality control of equipment for distribution to academic locations.

##### **AV Technician-FSW Events**

Provides delivery, setup, support, strike, and pickup of audio video lighting and staging equipment for meetings, events, social functions, and conferences.

Operates audio visual equipment, i.e., cameras for sporting events, etc., during FSW events.

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In preparation for and while troubleshooting during FSW events, reads technical manuals, confers with users, and conducts diagnostics to determine the nature of problems.

Maintains the organization of AV equipment in main AV storage, on site, and in store room(s).

### **All AV Technicians**

Assists with AV inventory control, maintenance, etc.

Responds to emergency calls, related to AV staffing needs, as needed.

Provides technical assistance to users and staff.

Refers major hardware problems or defective products to supervisor for service/replacement.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

High School diploma or GED.

Any combination of training and experience equivalent to one (1) year with Audio Visual technology or a related area. Must possess basic audio, video, projection, lighting skills and excellent customer service skills.

Flexibility in scheduling; willingness and ability to work daytime, evening and weekend shifts.

Competency with basic tools (screw drivers, levels, tape measures, drills, ladders) and/or capable of learning the use of the same.

General experience in personal computers, Microsoft PowerPoint, networking, PC operating systems, internet technologies such as web browsers, email, and firewalls.

Must hold a valid Class D driver's license and ability to travel between all College campuses, as needed.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.

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- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

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Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 15, 2017. Revised: September 13, 2022.