Position Description

Report Run Date: Sep 28 2016 9:04AM

Position Number: 02007222

Dept: IET ACADEMIC TECHNOLOGY SVCS - 061417

Position: CLASSROOM REPAIR AND MAINTENANCE TECHNICIAN

Approved Payroll Title Code: 8292

Approved Payroll Title: SENIOR TELEVISION TECHNICIAN

Approved MSP Salary Grade: 

Approved PSS Salary Grade: 0

POSITION DETAILS

Job Summary: Under supervision, assist in the installation of media systems and related equipment in classrooms, troubleshoot, maintain and repair these systems; and provide instructional support to classrooms and meeting spaces throughout the campus.

Campus Job Scope: 

Department Specific Job Scope: 

Positions Supervised: N/A

Essential Responsibilities:

50% CLASSROOM AND LECTURE HALL INSTALLED MULTIMEDIA SUPPORT

Independently troubleshoot, repair and maintain Data Projection and multimedia systems in classrooms, lecture halls, and meeting spaces. Maintain equipment including digital data projectors, digital smart panels, wireless audio systems, DVD, Blu-ray and video players, digital switching devices, and remote control devices with associated cabling and wiring. Routinely inspect equipment and conduct repairs or modifications as needed. Develop equipment and materials lists for maintaining equipment and systems.

35% EQUIPMENT INSTALLATION PROJECTS

Install, test and debug new campus media systems as necessary to complete fully operational digital multimedia support systems. Independently provide estimates of equipment and materials needed to install new digital Data projection and multimedia systems into campus classrooms, lecture halls and campus meeting spaces. Including, when
necessary the installation, testing, debugging and training of users necessary to complete these installations. Research, design and develop project bid proposals as well as prepare equipment and material ordering lists and present to campus clients as required. Prepare technical drawings and designs to be included in estimates and proposals. Responsible for the technical quality and accuracy of all installation work performed for assigned projects. Independently meet with faculty and campus clients to determine the level of systems required in a particular application and make recommendations of appropriate equipment and installation techniques.

10% ADDITIONAL CAMPUS SUPPORT
Assist campus faculty and lecturers as a member of the Quick Response Team. Including but not limited to responding within minutes to classrooms and lecture halls as well as meeting spaces for immediate troubleshooting, repair and/or training necessary to assist with the presentation of multimedia materials via computer, data projection, video, or traditional audio-visual means, as well as any audio system related problems. Routinely make decisions, which have a minimum impact on instruction underway, as well as any follow up necessary to assist in future classes. This would include arranging for back-up equipment and systems or rescheduling equipment necessary for classroom presentations.

5% TRAINING
Provide instruction to faculty, lecturers, and departmental staff and student employees on the correct usage of classroom installed high-tech digital media systems, components and equipment. Take part in programs designed to serve as outreach to the campus community about the effective usage of classroom presentation systems.

Physical Demands:
- Distinguishing colors and objects from close and far distances
- Work in confined spaces and on ladders.

Work Environment:
- Participate in the California Department of Motor Vehicles (DMV) Pull Notice System.
- Valid CA driver's license required.
Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, report any workplace safety issues promptly to their supervisor, or the designated safety coordinator.

Work occasional overtime.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at http://breathefree.ucdavis.edu/index.html

Background Check: Yes

QUALIFICATIONS

Minimum Qualifications:
- Knowledge of digital data projection systems, computer systems, audio systems, switching and control systems, and associated multimedia equipment.
- Skills to fabricate, install and assemble enclosures, equipment racks, electrical mounting devices and associated hardware.
- Experience with all related measurement test equipment and waveform analysis equipment including spectrum analyzer, oscilloscopes, DVM's, frequency counters, distortion analyzers, vectorscopes etc.
- Experience and skill to independently perform installation and repair activities on multiple media system equipment products.
- Knowledge of electronic theory, practical system designs, analog and digital circuitry.

Preferred Qualifications for Selection:
- Knowledge to assess the quality of work done and communication skills to convey that information to management.
- Problem solving and critical thinking skills to diagnose a problem and determine steps necessary to an effective solution.
- Knowledge of electrical, mechanical and industrial safety practices and standards.

- Skills to use computers for record keeping, making schematics, email, and Meeting Maker.

- Knowledge to work with and interpret blueprints and schematics.

- Skills to work independently when meeting with clients to assess multimedia system needs and to create complete design plans incorporating a variety of data and electronic equipment into a useable technological system.

- Skills to maintain a full awareness of what media and distribution equipment is available, their capabilities, cost effectiveness and compatibility with other campus systems.

- Skills to maintain competency in a rapidly advancing industry.

- Skills to apply organizational skills and self-motivation necessary to maintain and/or upgrade personal knowledge and skills regarding assigned functions and tasks, annual goals and objectives, and identification of training needs.

- Skills to work effectively with constant interruptions; skills to work simultaneously on several projects independently and to use good judgment in determining priorities.

- Skills to communicate and interact with both faculty and staff in a manner that is consistent with accepted industry and university standards.

<table>
<thead>
<tr>
<th>Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Read and follow the UCD Principles of Community.</td>
</tr>
<tr>
<td>- Maintain complete and accurate daily time accounting records.</td>
</tr>
<tr>
<td>- Maintain complete and accurate maintenance records and logs.</td>
</tr>
</tbody>
</table>
- Maintain current communication using tools such as email, electronic calendaring systems, cell phones, trouble ticket logging systems, etc.

- Provide accurate records of materials and labor used during projects for the purpose of accounting and departmental recharge and enters data into departmental work order billing system.

- Develop and maintain a working knowledge of relevant technical terminology and concepts, i.e., relating to information, educational, and telecommunications technology.

- Ability to organize work and complete assignments in a timely way.

- Attention to detail to ensure data accuracy and consistency.

- Ability to work within supervisory direction.

- Willingness to learn and apply new technology.