## Position Description

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<tr>
<td>Dept:</td>
<td>IET ACADEMIC TECHNOLOGY SVCS - 061417</td>
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<tr>
<td>Position:</td>
<td>INSTALLATION TECHNICIAN</td>
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<td>Approved Payroll Title Code:</td>
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<td>PRINCIPAL TELEVISION TECHNICIAN</td>
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<td>Approved MSP Salary Grade:</td>
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<td>Approved PSS Salary Grade:</td>
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### POSITION DETAILS

#### Job Summary:
Under general supervision, perform installations of campus digital media systems and related equipment for campus units in support of instruction and administrative functions. Respond to repair & maintenance tickets for departmental media systems as directed. Provide backup technical support for the Classroom Maintenance unit - troubleshoot, maintain and repair systems as directed.

#### Campus Job Scope:
Network Service and Engineering (NSE), is the "front door" or entry point for all departmental telecommunications, Audio-Visual and networking service & project requests. As the name implies, this unit has two primary purposes. First, to oversee customer service for all CR service and project requests as well as managing all CR customer facing services. Secondly, to oversee the long range planning, design, engineering, and technical advancement of the campus communications & AV infrastructure. The NSE is responsible for managing the following campus services: directory assistance, telecommunications project management, telephone and voicemail services, GAC Classroom AV, radio communications, data network activations and changes, cellular/mobile services, & campus cable TV service.

#### Department Specific Job Scope:

#### Positions Supervised:
NA

#### Essential Responsibilities:

60% EQUIPMENT INSTALLATION PROJECTS
Under direction of supervisor and lead engineer specifications, install or upgrade new media systems including testing and debugging for all digital multimedia support systems for classrooms and departmental spaces. Update inventory, provide redline drawing updates, and track hours, materials & equipment as required, for assigned fieldwork for all installations. Modify, fabricate, install, and upgrade a wide variety of campus digital media equipment including complex digital smart panels, computer/data projection systems and sound reinforcement systems in accordance with industry and campus standards. Modify or fabricate items to ensure equipment is installed properly and fully operational, under the direction of supervisor and/or lead engineer. Responsible for the technical quality and accuracy of all work performed.
Update technical drawings and designs as required per actual installation results. Make recommendations of equipment and installation techniques to accommodate room engineering peculiarities. Keep management apprised of projects and assignments status to include resource needs, schedule changes/delays, completion dates. Stay current with state of the art media and delivery systems tools and methods.

20% DEPARTMENTAL SYSTEMS & CLASSROOM SUPPORT
Independently troubleshoot, repair and maintain digital data projection and multimedia systems installed in departmental classrooms & meeting spaces. Provide back-up maintenance for general assignment classrooms and lecture halls as directed. Maintain equipment such as digital data projector, digital smart panels, Extron panels, Crestron panels, TOA amps, wireless audio systems, DVD and video players, digital switching devices, digital audio systems, and remote control devices with associated cabling and wiring. Under direction of supervisor, conduct inspections of departmental classrooms and meeting spaces per documented MOU. As directed by Supervisor, provide back-up maintenance support for General Assignment Classrooms during peak activity times.

10% MISCELLANEOUS SUPPORT
When providing back up maintenance support, assist campus faculty and lecturers by responding within minutes to classrooms & lecture halls for troubleshooting, repair and/or training to assist with the presentation of multimedia materials via computer, data projection, video, or traditional audio-visual means, or any audio system related problems. Make independent decisions and follow up to resolve problem. Document resolution using ticketing system.

5% TRAINING
Provide instruction to departmental staff and faculty as needed on the usage of classroom installed high-tech digital media systems, components and equipment. Participate in outreach programs to the campus community about the effective usage of classroom presentation systems.

5% RECORD KEEPING
Maintain complete and daily accounting records and maintenance records. Provide records of materials and labor used during projects.

Physical Demands:
- Accurate color vision and ability to see extremely close or far objects clearly.
- Work with small prints and schematics.
- Lift equipment weighing up to 50 lbs.
- Work in confined spaces and on ladders.

Work Environment:
- Valid California Drivers License- University to monitor driving record. Employee will be subject to the California Department of Motor Vehicles (Pull Notice System).
- Work hours: M-F, 8am to 5pm.
- Occasionally work evenings and/or weekends.
- Vacation is restricted during peak work periods.
- 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.
- 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 lease property, indoors and outdoors, including parking lots and residential space.

**Background Check:**

Yes

**QUALIFICATIONS**

**Minimum Qualifications:**

- Experience installing and maintaining data projection systems, computer systems, audio systems, switching and control systems, and associated multimedia equipment.

- Experience using electronic theory, practical system designs, analog and digital circuitry on the job.

- Experience to fabricate, install and assemble enclosures, equipment racks, electrical mounting devices and associated hardware.

- Experience assessing multimedia system needs and create complete design plans incorporating a variety of data and electronic equipment into a usable technological system.

- Experience in performing design, installation and troubleshooting activities on complex digital media equipment systems.

- Skills to design drawings and schematics of systems being installed as well as work with and interpret existing blueprints and schematics.

- Experience with all related measurement test equipment and waveform analysis equipment including spectrum analyzer, oscilloscopes, DVM's, frequency counters, distortion analyzers, vector scopes etc.

- Experience to assign and delegate work to others and monitor through completion by providing direction and guidance as needed.

- Skills to assess the quality of work done and communication skills to convey that information to management.

- Experience using problem solving and critical thinking skills to diagnose a problem and determine steps necessary to produce an effective solution.

**Preferred Qualifications for Selection:**

- Communication skills in order to interact with all levels of the organization in a professional, tactful and diplomatic manner.

- Knowledge of what media and distribution equipment is available, their capabilities, cost effectiveness and compatibility with other campus systems.

- Skills to instruct others.

- Experience use computers for record keeping, making schematics and drawings, email, and meetings.

- Experience practicing electronic, mechanical and installation safety standards.

- Organizational and analytical skills to effectively complete work assignments.
| Job Expectations | Demonstrate commitment and support of the UC Davis Principles of Community.  
- Maintain competency in a rapidly advancing industry.  
- Apply basic organizational skills and self-motivation necessary to maintain and/or upgrade personal knowledge and skills regarding assigned functions and tasks.  
- Work effectively with constant interruptions; ability to work simultaneously on several projects independently and to use good judgment in determining priorities.  
- Accountability for the safekeeping of resources in the employee's care and custody and for following and implementing the cyber-safety guidelines.  
- Learn and apply new technology and willingness to develop skills to promote professional growth.  
- Demonstrate communication skills using tact and diplomacy for interactions with clients and vendors.  
- Attend conferences, classes, and exhibits, maintain involvement in professional groups and associations.  
- Independently follow projects through to successful completion with a high degree of quality. |