

**JOB DESCRIPTION  
MOORE PUBLIC SCHOOLS**

**11.03**

**Job Title:**           **Lighting and Sound/Computer Technician**

**Qualifications:**

**Education:**           High School, GED and/or specialized vocational training in Electronics/Electro Mechanics and lighting and sound staging.

**Training or Experience Required:** **Two** to three years in light and sound experience and/or the electronics field installing and repairing computers, printers, and monitors. Vocational training in related fields may substitute for work experience.

**Special Skills, Knowledge, Abilities:**

Must have knowledge of computer hardware installation and repair. Must be able to diagnose problems and know when to replace or repair computers, monitors, or printers.

Communication Skills (oral, written, or business). Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as complex schematics, charts, diagrams, or instruction material.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Tools and Equipment Usage (other than keyboards, or office machines): Uses tools or equipment with expertise acquired through extensive experience and/or specialized training. Must be able to use analog and digital VOM=s signal generators, oscilloscope, and hand tools.

**Site:**               **Various**

**Reports To:** **Superintendent or Designee**

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**Job Goal (Purpose of Position):** Performs skilled/full journey level duties under limited supervision to repair, service or maintain the district=s computers, printers, and monitors. To install, repair or maintain the district=s light and sound system; loading equipment for shows, setting up, arranging stage; setting up sound system; and removing stage equipment. The purpose of the position is to enhance the district=s production of shows, assemblies, choirs performances, pep rallies, etc.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion he will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job.

**Contact with Others:** An incumbent in this position has regular public contact with vendors in ordering parts, with other staff to explain problems about their machines, etc. Good interpersonal interaction or communication is required.

### **Other Performance Measures:**

Successful performance of the job requires good customer service/people skills to resolve problems. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Some initiative, self-discipline and effective problem solving are necessary for the success of the position.

### **Essential Job Functions (PERFORMANCE RESPONSIBILITIES):**

Sets up lighting and sound for all rehearsals and performances in auditorium/auditoriums.

Operates computer operated patch board and soundboard and controls.

Maintains sound facilities and equipment in schools.

Attends all rehearsals and performances in auditoriums.

Subject to weekend and/or night duty.

Performs emergency service calls to adjust and repair computers that are not working.

Verifies the proper functioning of units through appropriate testing.

After diagnosing problems and computing cost of repair, reviews with supervisor the option of replacement versus repair. For work beyond expertise, make recommendations for outside repair work.

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Informs supervisor of parts, equipment and other supplies that are necessary to do the job. Keeps necessary parts and supplies on hand for common projects.

Initiates a program of preventative maintenance on units. Replaces or repairs worn and damaged parts.

Cooperates with vendors and school personnel in the correction of problems covered by warranties.

Cleans work area and maintains shop and tools, including assigned vehicle.

Maintains up-to-date knowledge in equipment repair. Attends necessary factory training programs to be certified to make repairs.

Delivers/orders/picks up computer supplies and parts

Maintains adequate records of service on units.

Performs other duties as directed by the Superintendent or Designee.

**Supervision exercised:** An incumbent does not supervise.

### **Physical/Mental Requirements and Working Conditions**

In a workday, the employee must stand/walk 4-5 hours per day. Employee=s job requires frequent squatting/crouching, pushing and pulling; occasional bending/stooping; crawling/kneeling; climbing and reaching above the shoulders.

Employee=s job requires frequent carrying/lifting of up to 25 lbs to load equipment. Occasional lifting from 75 to 100 pounds lifting and loading stage equipment for shows, set-ups, arranging stage setting and portable sound systems and loading out stage equipment.

Employee must possess manual dexterity to assemble or reassemble computers. Must be able to inspect internal computer parts for faulty components. Must be able to string wire thinner than human hair/make delicate adjustments from pitch and tone of machine; must be color sighted and able to read delicate equipment readings. Employee must be able to communicate with fellow workers and the public.

Employee's job requires working in a vehicle to pick up and deliver equipment. There is always a shock hazard in the working area if not careful. Exposure to sharp objects, toxic/harsh lubricants and cleaners, and chain/belt driven machines.

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**Terms of Employment:** 261 days

**Salary:** To be established by the Board

**Evaluation:** Performance of this job will be evaluated in accordance with Board Policy.

Approved: 03-09-98  
Revised 03-12-01