

City of San José
CLASS SPECIFICATION

Title: Facility Sound and Light Technician FT/PT (3236/3235)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works	Program Manager I	Non-exempt

CLASS SUMMARY

Under general supervision, performs technical work in the installation, operation, maintenance, and minor repair of sound, light, and other equipment for use in a variety of events. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is responsible for performing technical duties, and operating sound and lighting consoles. Incumbents work regularly on tasks that are varied, are expected to work independently and exercise judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class differs from Senior Facility Attendant in that the latter performs custodial and maintenance duties in preparation for events.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of experience in the operation and maintenance of sound, light, and audiovisual systems.

Acceptable Substitution

A Bachelor's degree in Audio Engineering, Video Engineering or Production, Computer Science, or closely related field may be substituted for the experience requirement.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices; operation, maintenance, and repair of sound, light, and audiovisual systems; knowledge of video distribution and projection equipment, including Community Antenna Television and Master Antenna Television systems; Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and

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supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Mutli-tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Sets up, operates, maintains, and repairs sound, lighting, and audiovisual system equipment, including video distribution and projection for a variety of events and meetings.	Daily
2.	Operates technology in designated meeting rooms for City Council, Commissions, and Boards, including but not limited to projectors, media displays, voice over internet protocol telephones and network equipment, wireless audiovisual technology, and various operating systems including Wi-Fi enabled devices.	Daily
3.	Ensures the safe use of all audiovisual technical equipment.	Daily
4.	Operates sound and lighting consoles in accordance with prearranged standards, plans, and oral and written instruction during events and meetings.	Weekly
5.	Maintains inventory of audiovisual technical equipment.	Weekly
6.	May provide lead direction to labor hands, third party audiovisual contractors, and other workers in the installation, operation, and dismantling of all audiovisual technical equipment.	Weekly
7.	Keeps facilities and properties clean, in order, secure, and safe.	Intermittent
8.	May be required to perform shift work.	Intermittent
9.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

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- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY *Created 9/84, Rev. 1/91, PT added 7/93, Rev. 6/97, Rev. 04/17; s002*