



# Irvine Unified School District

## HEAD MAINTENANCE TECHNICIAN AUDIO-VISUAL / COMMUNICATION FOREMAN

### DEFINITION

Under supervision of the Administrator, Building Services, plans, organizes, coordinates, specifies, directs, and performs maintenance, repair, and new installations relating to trade. Facilitates contract labor in the completion of assigned projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides planning, scheduling, and coordination information to the Administrator, Building Services.
- Participates in planning and execution of trade-related operating budget.
- Arranges work schedules, establishes job priorities, coordinates and inspects sub-contracted and in-house work.
- Assists with review of new construction and site improvement plans and drawings; offers recommendations and specifications on trade related systems.
- Participates in the interview and selection of maintenance personnel.
- Provides job cost estimates for materials and labor.
- Repairs, services, and installs trade related systems, including but not limited to clock and bell systems, fire alarm systems, intercom, paging, phone, data, public address, television systems, LD projectors, VOIP, cabling systems, and reverse broadcasting.
- Orders and specifies material and equipment.
- Provides computer support.
- Maintain current knowledge of technological advances in the trade.
- Updates site auto cad drawings.
- Provides support to the work order system.
- Communicates and supports IT in networking problems.
- Assists with other duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

- Proper methods, materials, tools, terminology, and equipment used in the trade.
- Job planning, estimating and work scheduling.
- Trade-related worker safety procedures, practices, and equipment.
- Principles of training and supervision.

#### Ability to:

- Plan, layout, supervise, and train technicians and workers.
- Read and interpret blueprints; estimate costs of labor and materials for a work project from blue-prints, sketches, or diagrams.
- Determine priorities and make long range schedules for completion.
- Prepare reports and maintain records related to work performed.
- Understand, carry out, and give oral and written instructions.
- Order and specify material and equipment.
- Maintain cooperative working relationships with those contacted in the course of work.

#### Training and Experience:

Equivalent to completion of the twelfth grade; courses related to the theory and practice in the repair, maintenance, and installations of audio-visual and communication systems and equipment; five years of journey level repair, maintenance, and installation experience in the trade; experience in a lead or supervisor role; or any combination of training and experience that could likely provide the desired knowledge and abilities.

**Licenses:**

Valid California motor vehicle operator's license.

**Physical:**

Good physical condition to perform stated functions as determined by pre and post-employment inquiries and health reports.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand; walk; climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

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