

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Media Services Repair Technician

**BASIC FUNCTION:** Under the supervision of the area Manager, performs a variety of skilled duties related to design, installation, maintenance, and repair of electronic media systems and audiovisual media equipment, including LCD projectors and video equipment for Riverside, Moreno Valley, and Norco campuses.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Designs, construct, installs, maintains and repairs all media equipment assigned to the IMC; trouble shoots electronic equipment to component level repair; performs precision soldering of surface mount components as necessary.
2. Operates electronic test equipment including, oscilloscopes, vector/waveform monitors, frequency generators, video generators, frequency counters, power supplies, inductance/capacitance meters, and multimeters.
3. Maintains files of operating instructions, part lists, schematic diagrams and service records for all media equipment.
4. Orders and maintains an inventory of spare parts and supplies.
5. Draws and maintains building blueprints and schematic drawings for present and future installations.
6. Assists in communicating with administrators, faculty, contractors, engineers, architects and vendors to receive or provide information for the coordination of installation of projects and related activities.
7. Maintains an inventory on a database of all media equipment that is out of service and in repair.
8. Operates camera for IMC production, prop design and installation for studio.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

**EDUCATION:** An associate degree from an accredited institution is required.

**EXPERIENCE:** Five years of experience in the design, operation, maintenance, and repair of digital/analog video, audio, and associated media equipment is required.

**LICENSES/CERTIFICATIONS:** Must be able to meet the required standards of eligibility as an “authorized service technician” for various equipment manufacturers.

**ABILITY TO:** Train personnel in maintenance, repair, and operating procedures.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental staff, faculty, vendors, equipment manufacturers.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing, lifting, ladder climbing.

**WORKING CONDITIONS:** Normal multi-media environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.