

INSTRUCTIONAL COMMUNICATIONS TECHNICAL OPERATOR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
2883	Instructional Communications Technical Operator I	14	210	6 mo.	03/30/90
2884	Instructional Communications Technical Operator II	14	210	6 mo.	03/30/90
2885	Instructional Communications Technical Operator III	14	210	6 mo.	03/30/90

Promotional Line: 215

Series Narrative

Employees in this series operate, maintain, and repair electronic, electrical, mechanical, and lighting equipment used in instructional communications. The employees at the upper level supervise such operations and their engineering practices.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Instructional Communications Technical Operator I 2883

Employees at this level operate and assist in the maintenance of electronic, electrical, mechanical, and lighting equipment used in instructional communications. They work under direct supervision from a designated supervisor.

An Instructional Communications Technical Operator I typically--

1. operates equipment and systems used in instructional communications
2. assists in routine maintenance of equipment and systems
3. assists in the maintenance of stock inventory of replacement parts and supplies needed for equipment and systems
4. arranges for temporary replacement of damaged equipment
5. assists in maintaining work and storage areas in an orderly and efficient condition
6. prepares and checks out equipment, systems, and materials for specific presentations, including desired rehearsals
7. maintains schedules for equipment and materials
8. distributes, retrieves, and stores equipment and materials

9. assists in the training of student assistants and inexperienced faculty and staff in the operation of equipment and systems in a particular service
10. operates equipment for the production and/or duplication of instructional materials
11. performs other related duties as assigned

Level II: Instructional Communications Technical Operator II 2884

Employees at this level operate, maintain, and repair electronic, electrical, and mechanical equipment used in instructional communications. They work under general supervision from a designated supervisor.

An Instructional Communications Technical Operator II typically--

1. operates equipment and systems used in instructional communications
2. performs routine maintenance and repairs of equipment and systems
3. maintains a stock inventory of replacement parts and supplies needed for equipment and systems
4. recommends replacement and/or major repair of damaged or nonfunctioning equipment and systems
5. arranges for temporary replacement of damaged equipment
6. organizes and maintains work and storage areas in an orderly and efficient condition
7. prepares and checks out equipment, systems, and materials for presentations
8. distributes, retrieves, and stores equipment and materials
9. trains student assistants and inexperienced faculty and staff in the operation of equipment and systems
10. instructs faculty and students in the operation of equipment and systems as required
11. operates equipment for the production and/or duplication of instructional materials
12. performs other related duties as assigned

Level III: Instructional Communications Technical Operator III 2885

Employees at this level supervise the engineering practices and technical operations, maintenance, and repair of an instructional communications unit. They work under direction from a designated supervisor.

An Instructional Communications Technical Operator III typically--

1. directs the operation of equipment and systems used in instructional communications
2. directs the maintenance/repair of equipment and systems

3. directs the maintenance of a stock inventory of replacement parts and supplies needed for instructional equipment and systems
4. recommends replacement and/or major repair of damaged or nonfunctioning equipment and systems
5. arranges for temporary replacement of damaged equipment
6. coordinates and supervises the preparation and check-out of equipment, systems, and materials for presentations
7. coordinates and supervises the maintenance of work and storage areas
8. directs the scheduling of equipment and materials
9. directs the distribution, retrieval, and storage of equipment and materials at necessary locations for instructional communications
10. directs the training of student assistants and inexperienced faculty and staff in the operation of equipment and systems
11. directs the operation of equipment for the production and/or duplication of instructional materials
12. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Instructional Communications Technical Operator I **2883**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) one year of training in any one or any combination of the following: technical school for electronics, armed services electronics training school, factory electronics and/or mechanical service school, and college courses relating to the operation and use of instructional communications equipment

or
- (B) one year of work experience in the operation and maintenance of instructional communications equipment

or
- (C) any combination of training and experience as described above that totals one year

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of the theory and practice of instructional communications equipment
2. skill in the operation and maintenance of instructional communications equipment

Level II: Instructional Communications Technical Operator II **2884**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) two years of training in any one or any combination of the following: technical school for electronics, armed services electronics training school, factory electronics and/or mechanical service school, and college courses relating to the operation and use of instructional communications equipment

or
- (B) two years of work experience in the operational and maintenance of instructional communications equipment

or
- (C) any combination of training and experience as described above that totals two years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of the theory and practice of instructional communications equipment
2. skill in the operation and maintenance of instructional communications equipment

Level III: Instructional Communications Technical Operator III **2885**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of training/experience required for the second level of this series
2. four years of experience in the operation and maintenance of instructional communications equipment (two years of which were also in the repair of the equipment) in addition to the training/experience required in #1

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of the theory and practice of instructional communications equipment
2. skill in the operation and maintenance of instructional communications equipment
3. administrative ability

Instructional Communications Technical Operator I
Instructional Communications Technical Operator II
Instructional Communications Technical Operator III

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