

MAJOR FUNCTION

This is skilled technical work in designing, installing, operating, maintaining, modifying, and repairing audio communications systems and/or equipment employing microprocessor controlled base stations, amplification devices, consoles, etc. needed to support regular and special City of Tallahassee and designated community events. Incumbents in this job class consistently represent the City to other governments, non-profit agencies and the public. Exercise of technical independence for determination of work methods and procedures is required. Work is performed under the general supervision of the Supervisor-Recreation and is reviewed by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Designs, installs and maintains audio communications systems, interface equipment, and support equipment to ensure full technical and operational functionality of same to support the production of City of Tallahassee events such as press conferences, meetings, and public performances, and community events such as Springtime Tallahassee, with singular and multi-media stage performances. Meets with event organizers to discuss requirements for audio support and after inspection of stage area; determines scope of work for prioritization and coordination of available resources. Selects, transports to event site, sets up, operates and disassembles audio components, staging, lighting and other production equipment used for event production and broadcast. Inspects, adjusts and maintains equipment as necessary. Performs preventative maintenance and troubleshoots, isolates, and corrects all malfunctions of production equipment. Upgrades and modifies existing systems, providing interface to new equipment and facilities, employing computer use as necessary. Orders replacement parts, maintains suitable inventory of parts as required and recommends system/component replacements as necessary. Collects required information to track and prepare reports regarding system loan-outs, and statistics of system operations and failures. Perform related work as required.

Other Important Duties

Repairs or arranges for the repair of non-contracted audio equipment. Represents City for discussion of audio systems in absence of supervisor. May cross train other employees in basic audio technology and system operations. Provides relevant information to supervisor for budget preparation, service and administrative reviews and strategic planning. Maintains work area to ensure clean and safe working environment. May oversee and direct the work of temporary staff engaged in the same or related work. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the engineering standards, methods, practices, tools and materials used for the analysis, operation, maintenance and repair of audio communication systems. Knowledge and understanding of fundamental electric power wiring. Ability to work with schematic diagrams and service manuals. Ability to diagnose problems, maintain and make repairs to audio communications equipment, including micro computerized audio components. Ability to follow complex oral and written instructions under limited supervision. Ability to establish and maintain relationships necessary for successful job performance. Ability to apply knowledge of acoustics. Ability to discriminate between volume levels and quality of sound. Ability to schedule and prioritize work in consideration of available resources. Skill in the use of diagnostic tools and equipment for analyzing the performance of the various components of audio communications systems. Skill in the application of the principles of sound system engineering to effective support live music broadcasts. Ability to work nights and weekends will be required.

Minimum Training and Experience

Successful completion of a post secondary school two-year electronics program; or possession of an associate's degree in electronic technology or a related field; or two years of experience that includes the design, installation, repair and maintenance of audio systems used to support large-scale private or public productions; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess the appropriate State Commercial Driver License (CDL) at the time of appointment.

When designated by the Department Director, must possess a CDL permit and obtain the appropriate CDL within 90 calendar days from the date of appointment, as a condition for continued employment.

Established: 03-04-02

Revised: 02-09-05

01-13-09

01-27-10