

**CHANDLER UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASSIFICATION:** TECHNICAL  
**TITLE:** EQUIPMENT TECHNICIAN  
**CALENDAR:** AUDIO VISUAL TECHNICIAN  
**SALARY:** GRADE 15

**Job Goal:** Assess, maintain, service and/or repair school district equipment (copiers, duplicators, printers, computers, projectors, document cameras and miscellaneous other repairs as requested)

**Minimum Qualifications:**

- High school diploma or equivalent with preference to AA degree in electronics field
- Proven experience in troubleshooting and servicing wide ranges of equipment
- Demonstrate competence in the use, maintenance and minor repair of a wide variety of equipment
- Ability to use computer and to maintain records
- Ability to install, maintain and operate electronic sound systems and to provide technical assistance
- Valid Arizona Driver's license; may need personal vehicle to travel between sites
- Good organizational skills
- Good human relations skills
- Knowledge of and adheres to all policies, regulations and rules

**Core Job Functions:**

- Assure that all equipment is kept in a secure condition
- Serves as a troubleshooter for all office equipment-related problems
- Arrange for major repairs on equipment
- Order supplies and evaluates equipment for purchase
- Provides in-service training for teachers and other school district personnel
- Effectively communicates with school secretaries and/or principals regarding status of equipment
- Set up and operates electronic sound systems
- Maintain computerized files and records
- Perform related duties as requested
- Perform all duties in a safe and prudent manner

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner

**Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 30 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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.