### 1. POSITION IDENTIFICATION

<table>
<thead>
<tr>
<th>Department Position Title:</th>
<th>Media Equipment Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name/Section:</td>
<td>SFU Surrey Library</td>
</tr>
<tr>
<td>Total Number of Positions Covered by this Description:</td>
<td>Technician, grade 4</td>
</tr>
<tr>
<td>(Temporary)</td>
<td></td>
</tr>
<tr>
<td>Position Number(s):</td>
<td>43359</td>
</tr>
<tr>
<td>Evaluating Supervisor</td>
<td>Campus Librarian</td>
</tr>
<tr>
<td>Position Title:</td>
<td></td>
</tr>
<tr>
<td>Date Completed:</td>
<td>September 18, 2003</td>
</tr>
</tbody>
</table>

### 2. POSITION SUMMARY

(A summary of the major functions of the position in three or four sentences.)

Provides support for faculty, staff and students borrowing and using library media equipment by loaning and demonstrating use. Diagnoses problems and performs minor repairs and maintenance on the equipment. Provides access to the library collection by circulating, retrieving and shelving materials.

### 3. MAJOR FUNCTIONS

(List the duties and responsibilities of the position in order of frequency, i.e. (D) Daily; (W) Weekly; (M) Monthly; and (S) Semester)

1. Provides library media equipment (including digital cameras and camcorders, microphones, lighting kits, circuit boards, sensors etc.) to faculty, students and staff by loaning the requested item(s) to facilitate classroom instruction or completion of course projects. (D)

2. Monitors requests for equipment and services to facilitate scheduling of equipment and services. (D)

3. On special request arranges for library media equipment in lecture theatres, classrooms, and other areas on campus. Delivers, installs and retrieves the equipment. (D)

4. Diagnoses and resolves problems in cables, equipment or systems using basic electronic test equipment (eg. Ohm meter or cable testers). Refers problems of a complex nature to LIDC. (D)
5. Performs minor repair or maintenance on AV equipment by replacing projection lamps, cleaning lenses etc. using hand tools and various cleaning tools and products. (D)

6. On request provides advice and/or demonstrates the use and operation of library media equipment by providing the requested information and/or setting up and demonstrating the operation of the equipment to ensure safe and proper operation by the user. (D)

7. Keeps work areas clean and tidy by storing equipment and supplies in their assigned areas, and using various cleaning tools and products and containers to ensure a safe and clean working environment. (D)

8. Circulates library materials by recording transactions online, retrieving materials from in the library and from book returns, sorting, shelving, shelf reading and shelving items to provide patrons with access to the library collection. (D)

9. Monitors and investigates library security system alarms to ensure unchecked-out items are not leaving the library. (D)

4. MINOR FUNCTIONS (List duties and responsibilities that occur annually and periodically throughout the year)

1. Performs other duties and responsibilities consistent with the job description and position title, on request

5. LEVEL OF INDEPENDENCE (Check one box that best describes the level of independence that can be exercised within the position by a fully trained employee.)

(a) ___ Work is provided with specific instructions describing how and when it should be completed.

(b) _X_ Work is provided with general instructions. The employee makes choices about how the work will be completed within deadlines.

(c) ___ Work is self-directed by the employee. The employee determines what work needs to be completed and when it should be completed to meet deadlines.

(d) ___ Work is assigned on a project-by-project basis in the form of broad objectives. The employee evaluates what work needs to be completed within general time frames. Provide examples of project work:

6. TRAINING EXERCISED (If the position provides training, check each description that applies)

(a) Not required to provide training to other individuals.

(b) _X_ Explains how work is performed in his/her own position to individuals in other positions performing the same similar work (includes training replacement employees).

(c) Provides one-on-one specialized training to other individuals. Considered a specialist in a particular area or field of study. Positions at this level may be

(d) ___ Provides one-on-one training to individuals in other positions. Must have a good understanding of the work of the other positions. Positions at this level may be designated as group leaders or work leaders.

(e) ___ Conducts training seminars for groups. Training seminars are normally scheduled and follow a prescribed format. May also develop or assist in the development of training seminars.

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designated as the resident department expert.

7. DIRECTION EXERCISED (Check each description that applies)

(a) _X_ Not required to provide direction to other individuals.

(b) ___ Assigns and/or checks work of other individuals.

(c) ___ Schedules, assigns and checks work of other individuals.

(d) ___ In addition to C., establishes work priorities for a unit.

(e) ___ In addition to C. and D., guides project teams.

7. DIRECTION EXERCISED (Check each description that applies)

(d) ___ In addition to C., establishes work priorities for a unit.

(e) ___ In addition to C. and D., guides project teams.

8. INTERNAL AND EXTERNAL CONTACTS (List internal and external contacts (i.e. specific positions within own department, other departments; students; faculty; on/off campus vendors; etc.), the duration of each contact (i.e. less than 1 hour at a time; 1-2 hours at a time; more than 2 hours at a time) and the frequency of each contact (occasional; frequent; continuous).

<table>
<thead>
<tr>
<th>Type of Contact</th>
<th>Duration</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>&lt;1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>Students</td>
<td>&lt;1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>Staff (Own and other departments)</td>
<td>&lt;1 hour</td>
<td>Frequent</td>
</tr>
</tbody>
</table>

9. IMPACT OF ERRORS

Common Errors: Provide a few examples of the most common errors which normally occur in the performance of the work:

• Lack of attention to detail

Uncommon Errors: Provide a few examples of the most uncommon errors which infrequently occur in the performance of the work:

10. EFFORT (Describe concentrated periods of auditory, (hearing/listening); visual (seeing); perceptual (understanding/comprehending) and physical dexterity (finger/hand movements, eye/hand coordination, lifting, carrying, pushing, pulling, reaching, etc.). For each example of effort, indicate the concentrated duration (less than 1 hour at a time; 1-2 hours at a time; more than 2 hours at a time) and frequency (occasional, frequent, continuous).

<table>
<thead>
<tr>
<th>Type of Effort</th>
<th>Duration</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving and understanding verbal and written requests from non-technical persons</td>
<td>&lt;1 hour</td>
<td>Frequent</td>
</tr>
<tr>
<td>Working under pressures when analyzing and/or correcting equipment failures while faculty/students are waiting</td>
<td>&lt;1 hour</td>
<td>Occasional</td>
</tr>
<tr>
<td>Working under pressure while operating audio, video and projection equipment during classes, meeting, seminars, conferences, etc. which involves standing or confined seating</td>
<td>&lt;1 hour</td>
<td>Occasional</td>
</tr>
</tbody>
</table>
• Non-confined seating and walking long distances to job sites <1 hour Frequent
• Couching, bending, kneeling while working on equipment, systems or in audio-visual facilities <1 hour Occasional

Type of Effort (cont’d) Duration Frequency
• Lifting and or carrying heavy equipment <1 hour Frequent
• Pushing and pulling carts <1 hour Frequent
• Working on video display terminals <1 hour Frequent

11. WORKING CONDITIONS

(a). Describe the place(s) in which work is performed such as office environment; laboratory; outside work site; etc. Also identify the number of hours (of the total hours worked per week) spent in the place(s).

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours spent as a total of hours worked per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>33/35</td>
</tr>
<tr>
<td>Lecture Theatres &amp; Projection Rooms</td>
<td>1/35</td>
</tr>
<tr>
<td>Tutorial &amp; Seminar Rooms</td>
<td>1/35</td>
</tr>
</tbody>
</table>

(b). Describe any uncomfortable and/or distracting conditions in the work place(s) which an incumbent is exposed to on a regular basis and the frequency of the exposure, (e.g. interruptions, distracting noise, unpleasant odors, dust, drafts, inks, dyes, cleaning agents, toner for printers, temperature extremes, heavy dust conditions, wetness, fumes, vibrations, etc.)

<table>
<thead>
<tr>
<th>Uncomfortable conditions</th>
<th>Frequency of exposure - occasional, frequent, or continuous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interruptions</td>
<td>Frequent</td>
</tr>
<tr>
<td>Odors from cleaning products &amp; solvents</td>
<td>Occasional</td>
</tr>
<tr>
<td>Dust, while cleaning equipment or facilities</td>
<td>Occasional</td>
</tr>
</tbody>
</table>

(c). Describe any potential health or safety hazards, etc., and the frequency of exposure of each hazard, (e.g. dealing with complaints and/or verbal/physical abuse, noise levels that interfere with normal speech/hearing, toxic gases or materials, dangerous chemicals, combustibles, radioactive material, repetitive arm, finger, wrist movements or other activities that may result in a physical injury, high speed, pressurized equipment, high voltage, heights above five feet, and bio-hazardous wastes, body fluids, etc.)

<table>
<thead>
<tr>
<th>Potential health or safety hazards</th>
<th>Frequency of exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feet/leg problems from prolonged periods of standing/walking</td>
<td>Frequent</td>
</tr>
</tbody>
</table>

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12. CONTINUING EDUCATION (Check each description that applies.)

(a) ___ Does not require any continuing education.

(b) _ X _ Requires learning new university/department related procedures and/or methods.

(c) _ X _ Requires learning new procedures and/or methods acquired through reading non-university/department publications.

(d) ___ In addition to B. and C., requires registration in formal seminars, training sessions, workshops, conferences etc.

(e) ___ In addition to B., C. and D., requires registration in post-secondary courses (one semester/equivalent).

13. QUALIFICATIONS (Minimum required to satisfactorily perform the work)

Formal education qualifications: (Identify the highest level of formal schooling required)

• High school graduation and training of short duration (up to two weeks) in audio visual tech.

In addition to formal education, identify the certificate or program of study required: None

In addition to the above qualifications, the number of years of minimum experience are:

Check one: _ X _ An equivalent combination of formal education, certificate/program of study and experience is acceptable.

6 months ___ An equivalent combination of education, certificate/program of study and experience is not acceptable because: (please explain)

Occupational Skill(s):

Identify skills specifically required to perform the work of the position.

• Ability to operate, perform and demonstrate basic set-ups of media equipment including digital cameras and camcorders, microphones, circuit boards, lighting kits, sensors, etc.

• Ability to perform minor repair and maintenance on media equipment using hand tools and various cleaning products, (e.g. replacing projection lamps, cleaning lenses, etc.).

• Excellent interpersonal and oral communication skills.

• Excellent customer service skills.

• Good organizational skills.

• Good problem solving skills.

• Ability to use database applications at a basic level.

• Ability to follow oral and written instructions.

• Ability to handle a high volume of work within deadlines.

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Occupational Requirement(s):

Identify non-skill requirements to perform the work such as ability to work shifts and/or be on-call; ability to travel periodically outside the lower mainland; have a valid driver's license; ability to lift, move, or carry equipment or materials over 10 kg; etc.

- Ability to focus motion, slide, video and data projector images onto a distant screen.
- Ability to lift, move, carry up to 25 kg.
- Ability to stand and/or walk for extended periods.
- Ability to perform repetitive tasks.

14. APPROVAL AND REVIEW

EVALUATING SUPERVISOR APPROVAL

(Information provided in the job description accurately reflects the requirements of the position)

Name of Evaluating Supervisor

Signature of Evaluating Supervisor

Date

EMPLOYEE REVIEW

(I have read and understand the requirements of the position)

Name of Employee

Signature of Employee

Date

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