

INTERPRETING EQUIPMENT TECHNICIAN 4617 C

DEFINITION

Performs duties relating to the set up and operation of equipment used for simultaneous interpretations during meetings of the Board of Education and at other District, school, and community meetings.

TYPICAL DUTIES

Operates transmitting equipment used for providing bilingual interpretations at meetings of the Board of Education and at other District, school, and community meetings.

Monitors voices of interpreters and adjusts and tunes transmissions for clarity.

Loads, unloads, and sets up various transmitters and peripheral equipment, determines the most effective layout, and connects wiring and cables.

Determines the types and numbers of transmitters and other equipment that is required based on ascertaining the size of the audience expected and numbers of languages to be interpreted.

Coordinates the seating of audiences in order to maximize the audio reception for the various languages being interpreted.

Demonstrates the use of headphones and microphones and assists audience members with individual operation or mechanical problems.

Adjusts, cleans, maintains, and makes minor repairs to microphones, headphones, and transmitters..

Maintains transmitter and audio equipment inventories and assures that headsets and microphones are returned and that all equipment is stored properly.

Maintains activity logs.

May review meeting agendas to determine if interpreting will be necessary and may notify the appropriate interpreters to be available on a stand-by basis.

May enter data into a computer regarding meetings attended, numbers of attendees, bilingual interpreters required, and equipment and numbers of headsets used.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Interpreting Equipment Technician sets up and operates equipment used in transmitting one or more languages from Interpreters using microphones to audience members wearing headphones; explains and demonstrates the most effective uses of the headphones; and performs light recordkeeping duties regarding meetings attended.

A Media and Materials Assistant operates video equipment and computers in preparing data for presentation and assembles, loads, delivers, and sets up materials and equipment for conferences and workshops.

An Information Systems Support Assistant I performs routine tasks associated with the installation of computers, such as copying programs, running check programs, verifying the accuracy of inventory records, printing labels, exchanging storage media, and installing and revised programs in computers at school sites.

SUPERVISION

General supervision is received from a higher-level supervisor or administrator Interpreting Equipment Technicians do not exercise any supervision.

CLASS QUALIFICATIONS

Knowledge of:

Infrared laser transmitting and receiving equipment
Troubleshooting techniques involved in detecting problems with infrared audio equipment
Microsoft Word

Ability to:

Select multiple megahertz frequencies and make modifications
Coordinate seating arrangements and interpreter services for large groups of people
Set priorities and make adjustments according to the needs of the audience
Exercise independent judgment and initiative
Work effectively and courteously with District employees and the public

Special Physical Requirement:

Safely lift and carry equipment weighing up to 30 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in electricity and electronics.

Experience:

One year of experience operating and/or maintaining transmitting equipment.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
07-16-09
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