



**Title:** Audio Visual Lead Technician  
**Job Code:** 8511  
**Pay Range:** 101  
**FLSA Status:** Non-Exempt

**Employee Group:** IATSE 28 AV jobs at OCC  
**Established:**  
**Revised:** September 2014; April 2017  
**EEO Category:** Technicians

### **CLASSIFICATION DESCRIPTION**

Lead and coordinate, as well as perform, the activities of audio visual technicians and other technical staff who provide audio and visual services to clients. Ensure proper set-up, installation, operation, inventory and repair of audio and visual equipment and systems for the Oregon Convention Center shows and events.

### **DISTINGUISHING FEATURES**

This position serves in a lead capacity. Lead duties typically include new employee orientation, training, direction on work procedures and performance standards, assigning and overseeing work, following up on assignments, scheduling and providing input to the supervisor regarding hiring and performance evaluation; may participate in the screening and interview process.

### **DUTIES AND RESPONSIBILITIES**

1. Provides training and direction on work assignments, procedures, equipment and quality/safety standards. Assists with monitoring assignments to ensure completeness and quality; provides corrective guidance as needed. Communicates performance issues to supervisor.
2. Assists with scheduling and prioritizing duties and responsibilities, including monitoring and reporting hours worked.
3. Assists with the sourcing and scheduling of third party labor and audio visual rental equipment.
4. May participate in the recruitment and hiring process, including screening and interviews; provides input to management on hiring decisions.
5. Maintains records, assembles information and/or documentation, and responds to email as needed.
6. Assists with determining audio and visual needs for shows and coordinating installation and removal of equipment in collaboration with the supervisor and sales managers. Coordinates operations with events, setup, electrical and other departments as well as outside labor and clients as necessary.
7. Takes lead role on large productions in areas of audio, video, lighting, and design.
8. Performs rigging inspections and installs rigging equipment.
9. Performs the duties of Audio Visual Technicians when needed.

10. Performs inventory, maintenance, repairs and routine cleaning of audio visual equipment. Responds to facility and equipment problems and safety issues; arranges for repairs. Reports major issues to supervisor.
11. Provides general customer service, such as providing directions and answering questions.
12. Builds and maintains collaborative, working relationships with department staff, other employees, vendors, clients, etc. Actively participates on committees and/or attends meetings as appropriate.
13. Makes suggestions for process improvements.
14. Responds to emergency situations as needed; may be called in to do so.
15. Ensures work is performed in accordance with department policies and procedures, codes, ordinances, regulations, and other requirements, including but not limited to, Leadership in Environmental and Energy Design Certification (LEED), and OSHA.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
  - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

## **JOB SPECIFICATIONS**

### **Education/Licensing and Work Experience:**

- High School Diploma or GED
- A minimum of four (4) years of experience operating audio visual equipment
- A current and valid driver's license issued in the state of residence
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

**Knowledge, Skills and Abilities:**

- Audio and video systems and design
- Rigging practices and techniques
- Build and troubleshoot complex audio visual setups
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Analyze information and use logic to resolve issues and problems
- Establish and maintain cooperative working relationships with all persons contacted in the course of work
- Manage staff and resources in an effective and efficient manner
- Read and interpret instructions, drawings and/or diagrams
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Communicate clearly and concisely, both orally and in writing
- Work all hours including nights, weekends and holidays
- Basic knowledge of electrical, safety and fire codes related to room sets and equipment
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate

**Additional Requirements:**

- Successfully pass the background check and screening requirements required for the position

**SUPERVISION RECEIVED**

Reports to the Audio Visual Services Supervisor

**SUPERVISION EXERCISED**

Leads the work of full-time and part-time Audio Visual Technicians. Lead duties only; no supervisory responsibilities as defined in *ORS 243.650(23)*.

**RELATIONSHIPS/CONTACTS**

Department management and staff, other employees, vendors, clients, etc.

**TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

A variety of audio and visual equipment, such as computer, laptop, microphone, cameras, monitors, projectors, lighting, phones, radios, and cables and accessories. May use small hand and power tools. Required to operate scissor and boom lifts safely.

## **WORK ENVIRONMENT**

- Continuously required to hear and/or respond to verbal/audio cues; see and/or respond to visual cues and distinguish color; reach with hands and arms; and perform repetitive motions of hands and wrist
- Frequently required to stand and/or walk for extended periods of time; sit for extended periods of time
- Occasionally required to climb and/or balance; stoop, kneel, crouch or crawl; twist and/or bend; lift, push, pull and/or carry objects up to 50 pounds; work near or around electricity; work near or around moving mechanical parts; and exposed to fumes or airborne particles
- Work schedule includes evening/weekend hours and holidays as assigned

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*