

INTERPRETING EQUIPMENT TECHNICIAN

DEFINITION

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

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 or conferences in various modes including in-person and remote.

Distributes headphones or other devices to participants as needed for meetings/conferences and ensures all equipment is returned.

Monitors voices of interpreters and adjusts and tunes audio settings for clarity or works with District staff to achieve optimal audio for participants and interpreters.

Loads, transports, unloads, and sets up various transmitters and peripheral equipment as needed; determines the most effective layout for participants listening to interpretation; and provides technical assistance to District staff when needed.

Determines the number of transmitters, interpretation headphones and other equipment that is required based on estimating the size of the audience expected and numbers of languages to be interpreted.

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

Demonstrates the use of headphones and microphones and assists participants with individual operation or technical problems.

Adjusts, cleans and disinfects, maintains, and makes minor repairs to microphones, headphones, transmitters and other interpretation equipment.

Maintains transmitters, microphones, and audio equipment inventories and assures that all equipment is stored properly.

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

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 participants wearing headphones; explains and demonstrates the most effective uses of the headphones; and performs light recordkeeping duties regarding the equipment used.

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

SUPERVISION

General supervision is received from a higher-level supervisor or administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Radio interpretation equipment
- Troubleshooting techniques involved in detecting problems with audio equipment
- Audio/visual connections in everyday devices and public address (PA) systems
- Video Conferencing Platforms (i.e. Zoom, Teams, Webex)
- Basic computer literacy
- Microsoft Office Suite Applications
- Simultaneous and consecutive interpretation modes

Ability to:

- Select multiple radio frequencies and make adjustments
- Coordinate seating arrangements and interpretation services for large groups of people
- Set priorities and make adjustments according to the needs of the participants
- Exercise independent judgment and initiative
- Work effectively and courteously with District employees and the public
- Operate a computer and related software application programs.

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 setting up, operating, and maintaining radio communication equipment or audio systems such as transmitters, receivers, transceivers, or public address systems.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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