

**Anoka Hennepin Independent School District #11  
Position Standard**

**Buildings & Grounds - Maintenance Specialists - Audiovisual / Computer Specialist Lead**

**Essential Functions:**

- Audiovisual, computer, and electronic repair.
- Maintain production schedules.
- Lead and direct work of other audiovisual/computer specialists.
- Serve as liaison of audiovisual/computer repair shop to Buildings & Grounds Director's office.
- Maintain time records for audiovisual/computer shop.
- Maintain parts and supply inventory for audiovisual/computer repair shop.
- Other duties as directed by the Buildings and Grounds Director.

**Minimum Qualifications:**

- High School Diploma or equivalent.
- Vocational training and/or significant experience in audiovisual/computer/electronic repair.
- Ability to direct the work of other audiovisual/computer specialists.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

**Maintenance Specialist positions for whom the District requires licensure will receive the following stipend\*:**

- Electricians License - \$4.00 / hour
- Refrigeration/Universal License - \$2.00 / hour
- Master Gas License - \$4.00 / hour
- Reduced Pressure Zone State Certification - \$2.00 / hour
- DDC HVAC - \$4.00 / hour
- Low Voltage Power LTD Tech - \$2.00 / hour

There shall be no stacking of licenses; in addition the parties may mutually agree to add addition licenses as may be necessary. \*It is understood that these stipends are not included in the March 1, 1999, though February 28, 2002, total package settlement costs.

**Physical Factors includes:**

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation;

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision;

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking, far vision.

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**(Physical Factors includes continued):**

**Must be able to lift a minimum of 100 pounds.**

**Occasional to Frequent: lifting, pulling, pushing and carrying materials weighing up to 50 pounds.**

**Frequent to Constant: lifting, pulling, pushing and carrying materials weighing up to 30 pounds.**