

MEDIA HELPER

DEFINITION

Under supervision operates District vans in the transport of media and equipment; performs media-related general repair work; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

CLASS CHARACTERISTICS

Positions in this class perform a variety of routine repair and transportation of media materials throughout the District. Tasks normally fit a pattern that has been established and explained before work is started. Incumbents maybe driving a District van independently, however, the routes are predetermined.

EXAMPLES OF DUTIES

Operates District van on regular identified route to make deliveries and pick up media materials, equipment, and parts. **E**

Lifts and carries or moves media equipment in loading and unloading District van. **E**

Performs minor maintenance on equipment. **E**

Utilizes a personal computer and inputs information. **E**

Installs/sets up, locks down, tests equipment and pulls cable. **E**

Organizes and cleans instructional media equipment and parts in Electronic/Technical Services Department. **E**

Maintains media-related computer reports. **E**

Performs simple maintenance on the District van such as inspecting, servicing, and fueling. **E**

Performs media-related general clerical work. **E**

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Vehicle operation and routine maintenance;
2. Record keeping procedures; and

Knowledge of: (cont.)

3. Appropriate safety precautions and procedures.

Ability to:

1. Learn procedures and routines of the assigned area rapidly, performing routine clerical work;
2. Learn to operate a personal computer;
3. Read and understand basic instruction manuals;
4. Operate a vehicle observing legal and defensive driving practices;
5. Understand and carry out oral and written instructions;
6. Establish and maintain effective relationships with those contacted in the course of work; and
7. Comprehend and follow instructions.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Demonstrated experience in driving a vehicle in a safe manner.

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment; subject to driving a vehicle to conduct work.

Physical Abilities:

Lifting heavy objects weighing up to 50 pounds; carrying, pushing or pulling; reaching overhead, above the shoulders, and horizontally; bending at the waist.

Hazards:

Driving a vehicle in congested traffic conditions.

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9/85

7/94