



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 962.3

Job Title: **SOUND TECHNICIAN**

Pay Grade: 12

GENERAL SUMMARY:

Provides Citywide sound and stage audio/visual services supporting special events held for a wide range of social, civic, ethnic and political groups.

RESPONSIBILITIES:

- Coordinates all aspects of providing sound and stage services for a wide variety of special events held throughout the city.
- Operates technical graphic and visual equipment including:
 - Six to twenty-four channel mixing consoles
 - Graphic equalizers
 - Sound reinforcement mixing consoles
 - Audio processor monitors
- Sets up and breaks down tents and canopies.
- Performs minor repairs on audio equipment.
- Organizes and maintains inventory of equipment and supplies.
- Drives mobile units to work sites.
- Requests preventive maintenance measures on unit vehicles.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED. Requires a valid Texas Driver's License and compliance with the City of Houston's policy on driving.

EXPERIENCE:

One year of experience in setting up audio equipment is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Stagehand or Sound Technician
Stage Supervisor
Stage Manager

Effective: October 1990

Revised: August 1994