GENERIC POSITION DESCRIPTION

BROADCAST ENGINEER II
A Classified Position
Grade 36 – Salary Schedule 60

A. General Statement

The Broadcast Engineer II performs technical work at the lead level involved in operating and maintaining broadcast equipment and design of information technology systems. Under direction, the position is responsible for leading and participating in installing, maintaining, operating and repairing various types of equipment used in systems, including transmission system, cable electronic systems, master control room equipment, digital and network technology systems. The Broadcast Engineer II researches new technologies and develops strategies for their use and interfaces with District ITS for other information technology issues. Public contact is extensive, primarily involving faculty, staff, students, the public and vendors for the purpose of exchanging technical information regarding programming schedules and any public concerns with technical broadcasting issues or future public events. A high degree of independent judgment, creativity, and technical expertise is required to resolve minor and major problems that arise. Consequences of errors in judgment can be costly in equipment failure and employee time, public relations, and money; however, prescribed guidelines and supervisory controls are available to limit the risk of serious consequences. The Broadcast Engineer II classification is distinguished from level I by serving as team leader in handling more complex system installation, operation and resolution of system malfunctions. A Broadcast Engineer II can direct the work of Broadcast Engineers I, student assistants and other staff as required.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with station staff regarding broadcasting schedules, technical requirements, equipment purchase, installation and modifications, Federal Communications Commission compliance and regulations, and other matters
2. Exchanges information with the general public regarding technical support
3. Confers with station personnel regarding short- and long-range technical requirements, staffing levels and other engineering matters
4. Attends classes, meetings and workshops to obtain current information
5. Trains and leads the work of Broadcast Engineers I, other staff and student assistants as assigned

6. Monitors the work of staff and participates in the operation, installation, maintenance and repair of broadcast systems and associate equipment, including computer equipment
7. Operates audio and video recording, playback and editing equipment, studio and control room equipment, digital and network equipment
8. Resolves more complex broadcast system irregularities and maintenance problems
9. Maintains accurate records of media usage, such as tapes, disks, or drives and equipment usage as required by station policy
10. Installs, maintains, repairs, and operates transmission systems, computers, and computer systems as associated equipment
11. Maintains operating and maintenance logs; oversees technical quality of video and audio signals within FCC specifications
12. Oversees technical quality of video and audio signals within Federal Communication Commission specifications
13. Researches and implements changes as assigned in regard to FCC regulations
14. Researches and designs strategies for implementation of future technologies
15. Inventories and assesses current broadcast and informational technology equipment, resources and supplies
16. With appropriate approvals orders new equipment and supplies as needed
17. Uses a variety of computer software to set up and maintain equipment usage and repair logs and related documentation
18. Compiles a variety of data for special and regular reports
19. Maintains computer serves and software applications for various databases, e.g. playlist, programming and automation applications, and interfacing with District ITS for other information technology issues
20. Works with District ITS for phone use and wiring and coordination of ISDN, toll free numbers, and other phone needs
21. Performs other related duties as assigned

C. Requirements
1. Associate degree in broadcasting, electronics, or a closely related field
2. Successful work experience of increasing responsibility in broadcasting that has included the use of equipment rated to television and cable facilities and systems
3. Applicable knowledge of Federal Communications Commission compliance rules and regulations
4. Skill in training and leading the work of others
5. Demonstrated skills in communicating effectively with people at various levels within an organization who are diverse in their cultures, languages, and abilities
6. SBE certification at a level above Radio or TV Operator is preferred
<div align="center">OR
An equivalent combination of education and experience</div>

D. Physical/Other Requirements
This classification requires manual dexterity; visual comparison and acuity; attention to detail; following complex written and verbal instructions; long periods of standing and sitting; exposure to electronic equipment; work indoors in close proximity to others; flexibility; adaptability; quick reflexive movements; patience, tact; and multi-tasking under deadline pressure in order to perform the essential functions.

E. Knowledge, Skills & Abilities
1. Knowledge of the broadcast systems, information technology systems, equipment, supplies and materials required to operate a television and cable station

2. Knowledge of Federal Communications Commission compliance and regulations applicable to the operation and quality control of broadcast transmissions system

3. Skill in operating broadcast equipment and systems, including video, audio, editing, studio, and control room equipment
4. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
5. Skill in accurate multi-tasking under deadline pressure
6. Skill in training, leading, and coordinating the work of others
7. Skill in following and giving precise and complex written and oral instructions
8. Ability to work effectively as part of a team

(3/2015)