



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

KCSM RADIO ENGINEER

A Classified Position

[Grade 36 – Salary Schedule 60](#)

A. General Statement

The Radio Engineer performs technical work at the lead level involved in operation, repair, and maintenance of radio station equipment and design of the radio systems for KCSM-FM. Under direction of the Station Manager, the Radio Engineer reviews operations to train staff as required and installs, maintains, repairs and operates various types of equipment used in radio systems, including transmission system, audio processing and routing, video recording of performances, and control room equipment. The Radio Engineer is also responsible for the streaming of the radio station, maintenance of software applications for membership database, playlist, payment systems, programming applications, and interfacing with District ITS for other information technology issues. A high degree of independent judgment and creativity is required to solve major and minor problems and work with the staff. Public contact is primarily with station personnel and students and listeners of the radio stations, but may include outside vendors, and clients. Consequences of errors in judgment could be costly in materials, loss of broadcast time, equipment repair costs or employee time. The Radio Engineer may train and lead the work of other KCSM staff, and student assistants as needed.

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 radio staff and student assistants in maintenance and operation of radio station and computer equipment
6. Installs, maintains, repairs and operates radio transmission systems, computers and computer systems and associated radio equipment
7. Maintains operating and maintenance logs
8. Oversees technical quality of video and audio signals within F.C.C. specifications

9. Inventories technical equipment
10. Operates audio and video recording, playback and editing machines, studio and control room equipment including audio consoles, cameras, computers and associated equipment
11. Maintains accurate records on tapes, disc and equipment usage as required by station policy
12. Researches design strategies for implementation of future technologies
13. Inventories and assesses current broadcast and informational technology equipment, resources and supplies
14. With appropriate approvals orders new equipment and supplies as needed
15. Uses a variety of computer software to set up and maintain equipment usage and repair logs and related documentation
16. Compiles a variety of data for special and regular reports
17. Makes recommendations for modification and purchase of new equipment and supplies
18. Orders parts and supplies
19. Maintains computer servers and software applications for membership database, playlist, payment systems, programming and automation applications, and interfacing with the district IT group for other information technology issues
20. Works with district IT group for phone use and wiring, and coordination of ISDN, toll free numbers and other phone needs
21. Performs other related duties as required

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

OR

An equivalent combination of education and experience

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 methods and procedures for operating radio transmission systems and computer systems, as well as video, audio, editing, studio, theater, and control room equipment
2. Knowledge of relevant Federal Communications Commission rules and regulations in order to collect necessary information for public filing
3. Knowledge of installation, maintenance and repair of radio, streaming, computer, and theater equipment
4. Knowledge of computer server and computer applications used in the radio industry
5. Ability to set up systems and upgrade applications as necessary
6. Knowledge and understanding of streaming media
7. Ability to set up equipment with appropriate vendors to meet listener needs
8. Ability to work with FCC legal firm when necessary filings and reports are required
9. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures,

language groups and abilities

10. Skill in accurate multi-tasking under deadline pressure
11. Skill in training, leading, and coordinating the work of others
12. Skill in following and giving precise and complex written and oral instructions
13. Ability to work effectively as part of a team

(3/2015)