



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

SENIOR BROADCAST ENGINEER

A Classified Position

[Grade 41 – Salary Schedule 60](#)

A. General Statement

The Senior Broadcast Engineer performs technical work at the lead level involved in planning and coordinating operations and maintenance of television broadcast equipment and systems. Under direction, the position is responsible for directing and participating in installation, operation and repair of television and cable electronic systems. Public contact is moderate to extensive, involving station staff, compliance agency personnel and vendors for the purpose of exchanging technical information regarding programming schedules and compliance requirements. A high degree of independent judgment and creativity is required to resolve frequent minor and occasionally major problems that arise. Consequences of errors in judgment can be costly in equipment failure and employee time; however, prescribed guidelines are available to limit the risk of serious consequences. A Senior Broadcast Engineer can lead the work of lower-level Broadcast Engineers, 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. Confers with station personnel regarding short- and long-range technical requirements, staffing levels and other engineering matters
3. Attends meetings and workshops to obtain current information
4. Trains and leads the work of lower-level Broadcast Engineers, other staff and student assistants as assigned
5. Monitors the work of staff and participates in the operation, maintenance and repair of television and cable transmission systems and associate equipment
6. Operates audio and video recording, playback and editing equipment, studio and control room equipment
7. Resolves more complex transmission system irregularities and maintenance problems
8. Oversees technical quality of video and audio signals within Federal Communication Commission specifications
9. Researches and implements changes in FCC regulations

10. Inventories broadcast equipment and supplies
11. Orders new equipment and supplies as needed
12. Uses a variety of computer software to set up and maintain equipment usage and repair logs and related documentation
13. Compiles a variety of data for special and regular reports
14. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree in broadcasting, communications, or a closely related field
2. A valid FCC Restricted Radiotelephone permit
3. Successful work experience of increasing responsibility in broadcasting that has included the use of television and cable facilities and systems equipment
4. Demonstrated skills in operating television and cable transmissions systems, video, audio, editing, studio, and control room equipment
5. Applicable knowledge of Federal Communications Commission compliance rules and regulations
6. Skill in training, leading, and monitoring the work of others
7. Demonstrated skills in communicating effectively with people at various levels within an organization who are diverse in their cultures, languages, and abilities

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 broadcast systems, equipment, supplies and materials required to operate a television and cable station
2. Knowledge of Federal Communications Commission regulations applicable to the operation and quality control of television and cable transmissions systems
3. Skill in operating television and cable transmissions systems, 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 accuracy and in multi-tasking under deadline pressure
6. Skill in training, leading, and monitoring the work of others
7. Skill in following and giving precise and complex written and oral instructions
8. Skill in the use of a variety of software, including the Microsoft Office Suite and Adobe Acrobat, as well as trafficking software, automation software, and database management software
9. Ability to work effectively as part of a team

(3/2015)