



**SAN MATEO COUNTY  
COMMUNITY  
COLLEGE DISTRICT**

Cañada College ♦ College of San Mateo ♦ Skyline College

## **GENERIC POSITION DESCRIPTION**

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# **KCSM BROADCAST OPERATIONS ENGINEER**

A Classified Position

[Grade 32 – Salary Schedule 60](#)

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### **A. General Statement**

The Broadcast Operations Engineer performs technical operations involved in operation and program scheduling for a broadcast/cable television station. Under direction, the Broadcast Operations Engineer maintains, operates various types of equipment used in video systems, including transmission system, audio, video tape, digital, post-production, studio and control room equipment and performs initial troubleshooting. This position is also responsible for maintaining processes and databases necessary for the daily operations of the TV programming including the program offerings, program logs, program promotions, program underwriter announcements, and other materials used in station breaks. Public contacts are extensive and involve viewers, and members for the purpose of exchanging program information; and with outside stations, vendors and other station staff for the purpose of exchanging operational information and materials. A moderate degree of independent judgment may be necessary to solve various problems that occur, particularly on weekends or nights when supervision may be limited. Consequences of errors in judgment could be costly in loss of broadcast time, viewers or in equipment repair costs. The Broadcast Operations Engineer may direct the work of student assistants

### **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. Attends meetings and workshops to obtain current information
3. Verifies that the correct programs are on air and within FCC required technical specifications
4. Operates, maintains and performs initial troubleshooting for television and cable transmission systems and associated equipment
5. Maintains operating and maintenance logs
6. Performs technical evaluations of programs
7. Inventories technical equipment and supplies
8. Assists station and campus staff with technical issues

9. Enters and maintains the database records of program listings, promotion listings, underwriter listings, including titles, program rights, descriptions, record schedules, program expiration and the records for the video tape library
10. Operates audio and video recording, playback and editing machines, studio and control room equipment including audio consoles, video switchers, cameras, character generators, computers and associated equipment
11. Maintains accurate records on tapes, discs, and equipment usage as required by station policy
12. Performs database management with trafficking, automation and server databases maintains and combines program listings, promotion and underwriting schedules, and other program related data, to create daily program logs, record schedules, and edit job reports and adjusts them as directed
13. Creates and completes production work orders as directed for the purpose of dubbing, editing, technical evaluation and graphics creation
14. Participates in regular meetings to exchange information, assist in advising and updating staff and to receive training
15. Makes recommendations for modification of procedures and for purchase of new equipment or supplies
16. Responds to calls to Master Control for additional information from other TV providers (cable, satellite, transmission site etc.), and reports any technical or facility issues to the manager
17. Routes program materials between departments and vendors
18. Monitors and maintains record schedules for programs and promotions
19. Trains students, and other classified hourly employees in the operation of broadcast equipment and the processes used by KCSM
20. Performs other related duties as assigned

### **C. Requirements**

1. Bachelor's degree in broadcasting, communications, or a closely related field
2. Successful work experience of increasing responsibility in broadcasting that has included broadcast programming and/or engineering and the use of television and cable equipment
3. Applicable knowledge of Federal Communications Commission compliance rules and regulations
4. Demonstrated skills in operating television and cable transmissions systems, video, audio, editing, studio and control room equipment
5. 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 oral and written communication; in-person contact with individuals and groups; sensitivity, tact, and patience; flexibility and adaptability; manual dexterity; good memory; interpretation and application of select written data to resolve minor and major problems; work with details and complex processes; multi-tasking and prioritization; reaching, pulling, pushing, stooping, bending; and team work in order to perform the essential functions.

### **E. Knowledge, Skills & Abilities**

1. Knowledge of methods, vocabulary and procedures for operating TV and cable transmission systems
2. Knowledge of Federal Communications Commission rules and regulations related to television station operations
3. Knowledge of TV programming methods and operations
4. Knowledge of maintenance of TV and cable equipment and database records
5. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups and abilities
6. 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

7. Ability to operate audio, video, editing, and studio control room equipment
8. Ability to work under deadline pressure and be flexible with workflow changes due to unforeseen circumstances
9. Ability to work effectively as part of a team

(3/2015)