



PERSONNEL COMMISSION

Class Code: 5148
Salary Range: 34 (C1)

BROADCAST ENGINEER

JOB SUMMARY

Under general supervision, perform a variety of complex duties related to the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities; engineer, install, test, operate and maintain a variety of audio, video, lighting and other technical production equipment; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of complex duties related to the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities; assist in assuring uninterrupted high-quality broadcasting of planned programming. **E**
- Engineer, install, test, operate and maintain a variety of audio, video, lighting and other technical production equipment such as cameras, projection systems, video servers, antennas, audio and video editing equipment, schedulers, microphones, and switchers. **E**
- Utilize operational manuals, technical diagrams, schematic drawings and diagnostic equipment to locate equipment malfunctions and diagnose engineering issues. **E**
- Participate in the planning and preparation for studio, field and live production assignments in streaming, broadcast, multimedia and other technical programs. **E**
- Perform a variety of pre- and post-production activities including calibration, troubleshooting, set-up and operation of audio, video, lighting and other technical equipment; provide technical assistance and run video and mix sound during productions; set up studio sets and move furniture and equipment. **E**
- Integrate new equipment with existing systems and fabricate parts as needed; assist in arranging for major maintenance and repairs with vendors; assist in overseeing or oversee vendor installations and projects. **E**
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities and programs, resolve issues and exchange information. **E**
- Maintain and drive a mobile production vehicle; repair and maintain documentation of video and audio equipment within the vehicle. **E**
- Maintain and repair a five channel video server playback system; assist in the scheduling and distribution of video content to schools. **E**

- Prepare and maintain schematics, specifications, instructions, diagrams and documentation of equipment and systems; prepare written reports as requested. ***E***
- Participate in the research, evaluation and development of recommendations regarding the purchase or modification of multi-media equipment; make recommendations to improve operational effectiveness and minimize costs. ***E***
- Assist schools and offices with the purchase and implementation of media-related technology and systems; conduct training for staff, student workers and interns in the operation of media technology and related systems. ***E***
- Operate a variety of office equipment including a computer and assigned software such as Computer-Aided Design (CAD); drive a District vehicle to conduct work. ***E***
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. ***E***
- May serve as the Chief Broadcast Engineer as needed in the absence of the Chief Broadcast Engineer.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Broadcast Engineer performs a variety of complex duties related to the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities to assure uninterrupted high-quality broadcasting of planned programming. Incumbents work as a team member on studio, field and live television productions, providing technical assistance and assuring proper operation of audio and video equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Television production studio operations including 24/7 broadcasting with live broadcast components.

Installation, operation and maintenance of a wide variety of audio and video production equipment.

Television and cablecast programming, equipment and operational techniques.

Applicable laws, codes, rules and regulations.

Multimedia projections, routing and display techniques.

Record-keeping and report preparation techniques.

Health and safety practices related to the operation and maintenance of audio, video, lighting and other technical production equipment in the studio and field.

Audio editing and noise elimination techniques.

Interpersonal skills using, tact, patience and courtesy.

Oral and written communication skills.

Shop math applicable to electronic equipment and repair.

Proper methods of storing equipment, materials and supplies.

Operation of a variety of office equipment including a computer and assigned software such as Computer-Aided Design (CAD).

Ability to:

Perform a variety of complex duties related to the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities. Engineer, install, test, set up, operate and maintain a variety of audio, video, lighting and technical production equipment.

Read and interpret technical instructions from manuals, schematics and diagrams.

Learn and apply new technologies in a production studio and classroom learning environment.

Observe health and safety regulations related to assigned activities.

Operate a variety of office equipment including a computer and assigned software.

Document and clarify various wiring documents utilizing CAD software.

Maintain records and prepare reports.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of technological advances in the field.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Education and Training:

Associate's degree in broadcast technology, electronics or a closely related field, or certification as a Certified Broadcast Technologist or higher from the Society of Broadcast Engineers.

A bachelor's degree in television, film or electronic engineering is desirable.

Experience:

Three years of experience in a broadcast cable or production facility with responsibility for the maintenance of audio, video and other technical equipment used in the production, recording, maintenance and transmission of a multiple television channel system.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Television studio and office environment.
Working outdoors on location, in confined spaces, at heights and on rooftops.
Driving a vehicle to conduct work.
Evening or variable hours.
Seasonal heat and cold or adverse weather conditions.
Electrical power supply and high voltage.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate specialized equipment.
Seeing to read a variety of materials.
Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders or scaffolding.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.