



## PERSONNEL COMMISSION

**Class Code: 5150**  
**Salary Range: 45 (M2)**

### CHIEF BROADCAST ENGINEER

#### JOB SUMMARY

Under general direction, plan, organize, manage and participate in the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities; coordinate and assist schools and offices with the purchase and implementation of media technology and systems; oversee and direct the checkout of multimedia materials by school sites; train and supervise the performance of assigned staff; 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.*

- Plan, organize, manage and participate in the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities; assure uninterrupted high-quality broadcasting of planned programming. **E**
- Direct and participate in the operation of satellite equipment to receive, record or distribute television programs; program video server; review and maintain broadcast communication logs; prepare Federal Communications Commission (FCC) reports and assure compliance with broadcast lease agreement and license. **E**
- Direct and participate in the engineering and maintenance of 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**
- Oversee and arrange for major maintenance and repairs with vendors; supervise vendor installations and projects; utilize operational manuals, technical diagrams, schematic drawings and diagnostic equipment to locate equipment malfunctions and diagnose engineering issues. **E**
- Coordinate and assist schools and offices with the purchase and implementation of media technology and systems; develop layouts and plans for modification of facilities and installation of audio/video equipment; prepare technical specifications for quotes and proposals. **E**
- Conduct trainings for staff, student workers and interns in the operation of media technology and related systems. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

- Oversee and participate in the checkout of multimedia materials by school sites; receive, process, inventory and circulate multi-media requests from schools maintain related records and update circulation catalogs. ***E***
- Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities including inventories, maintenance logs and operational procedures. ***E***
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. ***E***
- Participate in the scheduling, 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 and lighting and other technical equipment; provide technical assistance and run video and mix audio during productions; set up studio sets and move furniture and equipment. ***E***
- Supervise the maintenance of and drive a mobile production vehicle; oversee the repair and documentation of video and audio equipment within the vehicle. ***E***
- Research, evaluate and develop recommendations regarding the purchase or modification of multi-media equipment; prepare recommendations to improve operational effectiveness and minimize costs. ***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***

*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 Chief Broadcast Engineer plans, organizes, manages and participates in 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. An incumbent works closely with departments and schools sites to plan and coordinate audio/video events, provide technical assistance, and to review and recommend media technology plans and equipment purchases for existing and future District sites.

## **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.

Multimedia projections, routing and display techniques.

Applicable laws, codes, rules and regulations.

Principles and practices of supervision and training.

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.

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:**

Plan, organize, manage and participate in the on-air/technical operations and maintenance of the District's multiple television channel system and production facilities.

Direct and participate in the engineering and maintenance of a variety of audio, video, lighting and other technical production equipment.

Supervise and evaluate the performance of assigned staff.

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.

Prepare or direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.

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.

Plan and organize work.

**Education and Training:**

Bachelor'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.

**Experience:**

Five 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. Experience in a lead or supervisory capacity is highly desirable.

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 one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/1/2010