



Broadcast Engineer
Position Description and Performance Expectations

Effective Date: September 10, 2009
Department: Content
Classification: Professional Exempt
Responsible to: Chief Content Officer

The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. The bulleted items represent some, but not all, of the performance measures which may be used in evaluating performance. Job duties, work-week parameters, and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.

General Description:

This is a full-time, Broadcast Engineering position. This person will work with and under the Engineering staff and Broadcast Operations Manager under the supervision of the Chief Content Officer. The role of the Broadcast Engineer will be to repair, maintain and install television broadcast equipment. This includes systems utilized in the studios, control rooms and edit suites.

Essential Functions:

- Routinely repair and maintain all broadcast equipment
- Install broadcast equipment
- Analyze and rectify technical faults on equipment and systems
- Minimize loss of service at times of equipment failure by rapidly identifying and implementing alternative methods of service provision
- Set-up and operate equipment and transmission links during outside broadcasts
- Design and install custom audiovisual circuits
- Facilitate all telephone installation, routing, adjustments and maintenance as they relate to general office and on-air production
- Provide engineering support for events and productions
- Perform other related duties as required

Accountabilities:

- Broadcast equipment repair, maintenance and installation is not limited to, but includes areas defined as:
 - Master Control
 - Transmitter sites

- Production control equipment
 - Studio cameras and connections to production control
 - Studio lighting panels and connection equipment
 - Studio monitoring equipment
 - Production suite equipment as it relates to tape decks, monitors, etc.
 - Phone systems
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- Work cooperatively with all of the station's staff toward fulfillment of the station's mission, goals, and objectives
 - Cooperative, supportive, and professional attitude with staff members, customers, volunteers, and vendors
 - Consistent and accurate completion of all assigned responsibilities
 - Timely and accurate communication with management regarding engineering activities
 - Consistent dependability in attendance and effective utilization of time
 - Maintain consistency with all quality standards
 - Protect confidential information

Competencies:

- Demonstrated ability and thorough knowledge of engineering functions as they relate to the repair, maintenance and installation of television broadcast equipment
- Must have the ability to work independently
- Must be a task-oriented and self-motivated
- Strong interpersonal communication and customer service skills
- Must be sighted and have good hearing
- Must have a valid driver's license

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