



Career Service Authority

Television Engineer

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GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, professional level work maintaining and repairing, to the component level, all types of electronic new gathering (ENG) equipment and information systems used to record and transmit a television program.

DISTINGUISHING CHARACTERISTICS

Television Engineer is distinguished from the *Television & Video Production Support Technician*, which level production support work by setting up studio and locations for video production and operating and maintaining television equipment.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Monitors strength, clarity, and reliability of incoming and outgoing signals, and adjusts equipment as necessary to maintain quality broadcasts.

Designs, configures, installs, troubleshoots, repairs, and operates new and existing television equipment and information systems, which includes closed-circuit/cablecast television systems and related electronic equipment.

Recommends and implements technical requirements for transmitting all large, live, or mobile multi-camera broadcasts.

Develops and oversees a television equipment maintenance program to ensure minimal downtime due to component failure, which includes making decisions about repair, replacement, and warranty work.

Researches new television equipment and systems to determine feasibility; collects quotes and recommends purchases for new equipment and/or repair of existing equipment.

Creates and maintains engineer workflow processes and standard operating procedures (SOPs); trains staff in the proper operation of television production and test equipment.

By position, monitors and controls the budget for repair and maintenance for all television equipment and systems.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Decision Making – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Problem Solving – Identifies problems; determines accuracy relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Teaching Others – Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Skill in operating, adjusting, and maintaining a broadcast television transmitter.

Skill in designing and maintaining television equipment devices.

Physical Demands:

Standing: remaining on one's foot in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

New Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Education Requirement:

Bachelor Degree in Telecommunications, Electronic Engineering Technology, Computer Information Systems, Electrical Engineering, or a directly related field.

Experience Requirement:

Three years of professional experience designing and installing video broadcast facilities and repairing other telecommunication devices to the component level.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement except for two years of experience designing and installing video broadcast facilities and repairing other telecommunication devices to the component level.

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure and/or Certification:

By position, requires a valid driver's license.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 9/16/1995

ESTABLISHED BY:

REVISED DATE: 07/20/2008

REVISED BY: Melissa Palmer

CLASS HISTORY FLSA Exemption status changed in 2002.
07/20/2008–Updated Essential Duties, General Statement of Duties, and Minimum Qualifications.