



Broadcast Engineering Specialist

Category: Classified
Pay Grade: C25
Job Code: 07572

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs technical work involved in the troubleshooting, repair, maintenance, timing, and alignment of existing cameras, recording, editing, and broadcasting equipment; handles wiring, cabling, and installation of digital equipment and computer hardware/software; ensures all facilities, equipment, and systems are properly functioning and multiple cable channels are up and running; works in concert with government access producers and may direct the activities of lower level production personnel and interns.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Installs new video and computer equipment;
- Maintains and repairs on-air Bulletin Board system of Government Access TV and Public Access TV;
- Performs regular maintenance of all video equipment for both Government Access and Public Access;
- Maintains repair log and generates monthly reports on repair and maintenance of equipment;
- Troubleshoots equipment failure, diagnoses problem, and recommends repair for either in-house or outside vendor;
- Repairs and maintains A/V and sound reinforcement equipment;
- Assists in occasional multi-camera remote productions;
- Maintains and operates Satellite Downlink system;
- Attends PCGA division and Communication's department meetings;
- May be required to perform the duties of the TV Production Specialist position, including the direction, production, and scheduling of television programs for broadcast on government access or cable channels;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of experience in video communication (television broadcasting, film, journalism, advertising, and public relations) or electronic engineering that includes three (3) years of experience in repair, maintenance, and installation of video equipment; or a technical or vocational degree, certification, or diploma in a related field and four (4) years of experience as described above; or a Bachelor's degree in video communication (television broadcasting, film, journalism, advertising, and public relations) or electronic engineering and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of equipment, television production, and television broadcasting techniques;
- Knowledge of the operation and the preventive maintenance of video production equipment.
- Skill in the operation and maintenance of video production equipment.
- Ability to maintain timing and alignment of live video production and editing systems;
- Ability to troubleshoot, maintain, and repair cameras, recording, editing, and broadcast equipment;
- Ability to install and integrate digital recording, editing, and on-air playback systems;
- Ability to perform computer hardware and software installations;
- Ability to operate common video production equipment such as cameras, switchers, audio mixers, and editors;
- Ability to research and collect data and clearly express complex ideas verbally and in written form;
- Ability to edit materials prepared by others;
- Ability to organize and coordinate a variety of professional, technical, and clerical activities;
- Ability to instruct others in the use and care of production equipment;
- Ability to plan, coordinate, and direct television productions;
- Ability to use microcomputers to perform word processing, script writing, database management, and electronic desktop publishing.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.