

Classification Specification: Broadcasting Tech

Classification Number: 52612 Pay Grade:
Effective Date: September 27, 2013 Current Exemption Status: Nonexempt

Position Summary

Provides day-to-day broadcast technical support for live studio and field productions. Utilizes knowledge of television broadcasting techniques and electronic communication equipment operation, as well as knowledge of Federal Communication Commission rules and regulations to ensure execution, quality and integrity of program transmissions. Operates, monitors and maintains equipment used to make program transmissions, including solid state devices and controls, digital computer operations, audio and video recording systems, video switching systems and electronic circuits and controls.

Essential/Primary Duties

- Operates and maintains broadcast system equipment.
- Prepares and maintains broadcast and transmitter, and broadcast logs to comply with applicable FCC rules and regulations.
- Advises technical and professional personnel, facilities or other participants or departments on status of planning, research and production for broadcast communications support.
- Responds to phone calls or other inquiries from various affiliate technical personnel, state interconnect productions and pass through.
- Maintains broadcast vehicles, including monitoring and scheduling repairs with local dealer.
- Provides audio and video production support and maintenance.
- Operates up link and down links for national production services clients, including various national news broadcast stations.
- Responds to broadcast transmission outages and emergencies.
- Maintains radio frequency transmitter.

Experience and Education

Experience

- Two years related experience required

Education

- Some college coursework required in Electronics, Telecommunications, Computer Science or Broadcast related field

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds. Must be able to climb ladders and work on elevated platforms.

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Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.
Occasional in hazardous conditions, exposed to high voltage and difficult working environments.

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods
- Ability to operate and use manual and power custodial equipment
- Ability to effectively utilize audio/visual equipment
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to operate hand and/or power grounds keeping equipment
- On call 24/7 emergency broadcast transmission maintenance/repair

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.