

# Classification Specification: Radio Frequency System Coordinator

Classification Number: 52617 Pay Grade:  
Effective Date: April 14, 2014 Current Exemption Status: Nonexempt

## Position Summary

Operates and maintains WBGU-TV transmitter and associated Radio Frequency systems. Maintains BGSU's Federal Communications Commission licenses. Operates master control, recording, segmenting and playing out programs from program servers. Processes air play logs, camera set up and operation for live and field productions and pass through for closed captioning. Trains students in equipment usage, repair of studio equipment, engineering field productions and handling maintenance issues at the studio complex.

## Essential/Primary Duties

- Operates and maintains WBGU-TV transmitter, including equipment, building, grounds and the guyed tower. Rebuilds transmitter power supplies and power amplifiers.
- Operates and maintains WBGU-TV, engineering studio and field productions. Operates master control, including program streams as well as ingest and segmenting programs, a high definition satellite uplink truck, cameras and switch gear for events and national users.
- Maintains FCC licenses for various departments on campus with knowledge of FCC rules and regulations.
- Researches, orders and tracks audio/video parts for various departments on campus.
- Scouts new venues for production services utilizing radio frequency equipment for WBGU-TV productions as well as special events and sports productions.
- Trains students and staff on proper operation, usage and safety requirements of equipment.
- Maintains and troubleshoots back-up power generators at studio and transmitter sites, and responds to outages and emergencies.
- Provides support to Athletic department for recording and playback at Doyt Perry Field, the Stroh Center and other athletic and departmental facilities.

## Experience and Education

### Experience

- Three years related experience required

### Education

- Some college coursework required in Electrical or Telecommunications Engineering

## 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.  
Able to work 50 ft or less above ground, climb ladders and work on elevated platforms

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## Working Conditions

Work is performed in an environment with exposure to somewhat disagreeable or hazardous conditions.

## 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
- Ability to perform automotive and heavy equipment maintenance and repair
- 24/7 on call for broadcast transmission maintenance/repair

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

Broadcast Technicians

### Part-Time

None

## Responsibility for Student Workers

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