

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **ITV Television Engineer**

DEFINITION:

Under general direction, is responsible for the overall technical quality of the County Office of Education's color television production, transmission, operations, and reception systems; and for ensuring technical compliance with the provisions of the Federal Communications Commission (FCC) licenses granted to the Office of Education.

REPRESENTATIVE DUTIES

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Installs, repairs, and supervises the installation and repair of ITFS and FM television microwave transmission equipment and a variety of broadcast quality television production, post-production, and master control equipment such as digital recorders, broadcast color studio cameras, audio mixers, computer-controlled editing system, modulators, RF distribution systems, switchers, monitors, and other related equipment.

Designs, places, and makes servers functional.

Installs and maintains server software.

Lays digital network infrastructure to facilitate a storage area network.

Designs television systems.

Writes technical specifications.

Maintains current knowledge of technical developments in television engineering and keeps management informed of developments.

Provides input to management with regard to the selection of technical personnel and contractors.

Plans, designs, and recommends the purchase of equipment and facilities.

Coordinates the purchase, installation, maintenance, and repair of equipment.

Evaluates new equipment, and designs and makes equipment modifications.

Provides technical advice to Department and section personnel on the selection and use of equipment.

Coordinates technical activities with cable television and wireless cable television companies.

Makes mathematical calculations related to transmitter propagation characteristics.

Keeps inventory of equipment.

Utilizes a computer to update databases.

Keeps maintenance and activity records and reports.

Trains and supervises assigned personnel in the operation and repair of equipment.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Qualifying experience must include responsibility for the operation and maintenance of technical equipment used in color video production, recording, reception, and transmission; maintenance of logs and performance reports; and the design and evaluation of television systems.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Installation, operation, and maintenance of sophisticated ITFS and microwave transmission equipment and a variety of television production, post-production, and master control equipment
FCC Rules and Regulations pertaining to broadcasting standards and practices, and to technical operations

Servers and related software

Safety practices related to the operation and maintenance of electronic and mechanical equipment in the studio, in the field, and at the transmitter site

Principles and practices of supervision

ABILITY TO:

Diagnose and repair malfunctions in electronic and mechanical production and transmission equipment

Prepare equipment specifications

Design equipment modifications

Design television systems

Operate test and repair equipment

Read and analyze electronic schematics

Use a microcomputer to maintain databases, activity records, and reports

Communicate effectively orally and in writing

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Meet continuous deadlines in a fast-paced environment

Exercise appropriate judgment in making decisions

Establish and maintain effective working relationships with those contacted in the course of work

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required
Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Television station, meeting room and office setting. This position requires flexible working hours. Must have the ability to travel to school and off-site locations as job requires.

Must be able to: hear and speak to exchange information; see to perform assigned duties; recognize and distinguish colors; sit, stand, kneel, stoop for extended periods of time; bend at the waist, reach overhead, above the shoulders and horizontally to retrieve and service television and audiovisual equipment; lift objects weighing up to 50 pounds; possess dexterity of hands and fingers to repair and operate equipment; climb antenna towers to 50 feet.

Established	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
09/1977		04/1995; 10/1999 12/2002; 05/2013; 06/2015	Non- Exempt		66