

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Broadcast Engineer

Unit: Office Technical

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Job Code: J1198
Original Date: 04/1990
Last Revision: 04/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 26

DEFINITION

Under the general supervision of the Chief Broadcast Engineer or assigned supervisor or manager, coordinate and facilitate all studio operations for a broadcast television production facility; perform set-up, maintenance, and repair of broadcast studio and remote equipment for radio and television; assist faculty and students in the use, check-out, and operation of equipment.

EXAMPLE OF DUTIES

1. Serve as studio operations manager, overseeing daily operation of the studio; assure technical quality and standards of production commensurate with the San Diego broadcast industry for products leaving the facility; assure technical quality and standards for outside agencies renting the facility; set up and operate radio and television equipment; train work study students in the proper operation of equipment.
2. Perform daily technical set-up of and analysis, troubleshooting, and repair of broadcast TV cameras, editing suite, video tape recorders, and other technical equipment required for operation of television and radio classes.
3. Perform daily maintenance, analysis, troubleshooting, and repair to district radio station equipment, including specifications required for the station's Federal Communications Commission (FCC) license.
4. Maintain, adjust, and repair all radio and television studio and remote broadcast equipment; using a variety of precision electronic test equipment.
5. Provide technical assistance to staff and students; coordinate check-out of remote radio and television equipment, including set-up, maintenance, and testing before and after use.
6. Assist faculty in radio and television operations; assist faculty with student problems related to operations.
7. Assist with modifications to new and existing broadcast systems and facilities.
8. Duplicate films and tapes for broadcast, instruction, and other applications.
9. Maintain and update file of maintenance manuals and schematics.
10. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Methods, techniques, and equipment used in maintenance, repair, and operation of broadcast television and radio studio, remote, and control room equipment.
- Operation and use of computers and basic software applications necessary for area of specialty.
- Oral and written communications skills.
- Record-keeping techniques.

Rules and regulations of the Federal Communications Commission.
Technical aspects of field of specialty, including use of electronic test equipment.

Skills and Abilities:

Analyze, trouble-shoot, and repair various television and radio equipment.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Meet schedules and timelines.
Operate computer hardware and software.
Operate precision electronic test equipment.
Plan and organize work.
Train and provide work direction to students and staff.
Understand and follow oral and written directions.
Work independently with minimal supervision.

Training and Experience:

Any combination of training and experience equivalent to: three years increasingly responsible skilled experience in the maintenance, troubleshooting, and repair of television and radio studio and control room equipment. Experience with broadcast or corporate clients is desirable.

License:

Possession of valid Radio Operator's Permit issued by the Federal Communications Commission
Valid California driver's license

WORKING CONDITIONS

Physical Requirements:

Category II

Environment:

Moderate, radio or television studio setting.