



## Job Description

**Job Title:** Television Broadcast Engineer

**Supervisor:** Program Administrator I –  
Station Manager

**Position Code:** 6N21 or FN21

**Pay Grade:** 35

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for the operation, repair, maintenance, installation, and modification of technical video production, cable broadcasting, satellite receiving and digital broadcasting equipment in assigned facilities and production vehicles. Provides assistance to senior staff and school board members in the broadcast of school board meetings, graduations, and other presentations.

### **Essential Duties**

1. Provides broadcast engineering support and technical assistance to staff, faculty, and students.
2. Responsible for the repair, maintenance, and replacement of all equipment.
3. Position will update, redesign and install systems including control room equipment, headend and broadcast equipment, production truck equipment, editing equipment, digital equipment, and computer systems.
4. Conducts training for staff, faculty, and students in the operation and use of various equipment including complex digital video systems, computer systems, studio equipment, and editing systems.
5. Assists staff in school board meetings, graduations, and other presentations by helping setup and monitoring audio and video equipment as well as distribution systems and, if needed, generator power.
6. Stays abreast of new technology, including broadcast, digital, studio, editing, camera, and computer equipment and conducts research on the potential value to NNPS.
7. Reads and interprets complex electronic schematics and manuals.
8. Remain knowledgeable of current technological developments and trends in television broadcasting and digital media through publications and other means.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Program Administrator I or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a high school diploma (or GED) with considerable experience in television engineering, related electronics field or any equivalent combination of course work and work experience to provide the necessary knowledge and skills to adequately perform the duties of this position. Thorough knowledge of electronics, cable systems, digital video, television studio and editing systems, and computer and microprocessor systems and certification as a Senior Engineer by the Society of Broadcast Engineers or equivalent as demonstrated by education and experience are required. Must possess the ability to perform algebraic equations for solving electronic problems as well as the use of complex mathematics for designing and constructing video, audio, and

electronics systems. Adequate vision, hearing and color perception are required in order to adjust and maintain proper broadcast quality. Excellent communication skills are required.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to climb ladders 12’ to 15’ while carrying and/or lifting cameras and other equipment weighing up to 50 lbs. The employee is regularly required to lift and move equipment into position; and kneel, stoop, crouch, and bend while balancing video equipment and cameras on the shoulder. Visual abilities required by this job for operating television/video recording cameras and equipment. While performing assignments at on-site locations, the employee is occasionally exposed to various types of weather conditions and environments.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervision Exercised:** None

**Supervision Received:** Program Administrator I – Station Manager

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Television Broadcast Engineer will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator I – Station Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 01/19 CR