



City of Irving Job Description

Chief Television Engineer

FLSA Status:	EXEMPT	Job Department:	Corporate Communications
Job Code:	06212	Reports To (Job Title):	Executive Producer

PURPOSE

To perform a variety of skilled tasks in the design, installation, repair and maintenance of all studio, production and field equipment for Irving Community Television Network (ICTN). To serve as the liaison between ICTN and the cable companies, vendors, integrators, installers, and other outside firms.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Maintain on-air television signal for 24/7 programming.
- Maintain and repairs all video and audio equipment.
- Design and installs system networks for new equipment and the facility.
- Advise production staff on technical issues.
- Assist and train production staff in the use and operation of new equipment.
- Identify and evaluate system problems and designs effective solutions.
- Maintain communications records, maintenance logs, and inventory.
- Maintain and repairs remote production trucks.
- Perform remote and studio production engineering.
- Purchase supplies and repairs parts used in technical operations.

OTHER DUTIES AND RESPONSIBILITIES

- Prepare preliminary budgetary information for equipment and maintenance needs; assist in budget implementations and in administering the approved budget.
- Manage and administer five IT networks and more than 40 production computers.
- Recommend and implement (approved) production capability improvements without adding personnel.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Responsible for capital equipment, instruments and minor apparatuses; further, responsible for accounts forecasting and spending.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's degree from an accredited college or university with major course work in a closely related field

EXPERIENCE

- At least five (5) years in television broadcast engineering and management, including one (1) year of supervisory experience

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Fine Arts: Theory and techniques required to produce, compose, and perform works of music, dance, visual arts, drama, and sculpture.
- Computer Usage: IT network management, computer hardware and software applications including video production equipment and non-linear digital production software and hardware.
- Computer and Information Technology: Advanced IT network management, SAN management and maintenance, IT hardware and software applications for video production, automated play out of content, and signal path control. Internal workings of servers, switches, routers, fiber channel components, desktop workstations and other assorted IT hardware.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.

- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Reading Comprehension: Reading and interpreting documents.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- Visualization: Imagining how something will look after it is moved or rearranged.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Vendors, contractors, cable companies, venue contacts, city departments.

EQUIPMENT AND PROPERTY

Responsible for all equipment used in the facility, ENG and remote production of content, play out of content, and conversion of content for web distribution. An estimated 1,000 different components from headsets to servers and a fleet of seven production vehicles.

PHYSICAL DEMANDS

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.*

The employee constantly is required to grasp, handle, feel, lift up to 10 pounds, listen, and/or see. S/he frequently is required to carry, drive a vehicle, kneel, lift up to 25 pounds, push, pull, reach, sit, stand, talk, and/or walk. Occasionally, s/he is required to balance, climb, crawl, lift up to 50 pounds, run, and/or smell. S/he rarely is required to lift over 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is often exposed to a confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, high and precarious work places, improper illumination, and/or noise. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.