



City of Irving Job Description

Operations Technician

FLSA Status:	Non-Exempt	Job Department:	Communications Department
Job Code:	06462	Reports To (Job Title):	Chief Television Engineer

PURPOSE

To support and align programming for Irving Community Television Network's three channels as well as perform a variety of tasks in the set up, maintenance and repair of audio and visual equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Cablecast ICTN programming and inputs, and maintain the ICTN on-air programming schedule and data for the Government Information Channels.
- Maintain City Spotlight messaging channel.
- Perform periodic maintenance of audio and visual equipment including the cleaning, adjusting and inspecting of equipment.
- Assist in the installation of new equipment.
- Provide technical support for remote and studio productions.
- Troubleshoot mechanical and electrical problems with equipment and perform or provide for necessary repairs.
- Maintain and monitor accurate records on maintenance and repairs.
- Perform set up of the audio and visual equipment for remote productions.
- Organize, clean and maintain the production areas.
- Perform equipment installation and replacement, wiring and rewiring procedures.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain Master Control automation system.
- Assist supervisor with a variety of projects involving mechanical and electrical work.
- Transport parts and equipment to various locations.
- Fill in as needed on remote productions (audio, graphics, etc.)
- Create dubs of ICTN meetings and programs.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

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 with major subject or substantial course work in a field related to position.

EXPERIENCE

- Minimum of two (2) years of experience in video production.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one on hire, may be 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.
- Computer Usage: Computer hardware and software applications including video production equipment and non-linear digital production software and 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.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- 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.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

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

EQUIPMENT AND PROPERTY

Responsible for some equipment used in the facility, ENG and remote production of content, ingesting and play out of programming content for three channels.

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. Frequently, s/he 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. Rarely, s/he 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.