

TELECOMMUNICATIONS SPECIALIST I

Position Details

Class Code: 4791

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: Pay Grade 55 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, installs, implements, maintains, and operates broadcast and cable media computer control systems. Performs routing and preventive maintenances, operates master control, and Telecine, and assists with microcomputer support for users.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Performs routine and preventative maintenance on studio and portable cameras, studio and portable video tape recorders, studio lighting systems, analog and digital video editing systems, automated playback and record systems, character generators, audio, and video patching systems and intercom headset systems using technical schematics.
2. Provides assistance and meets with users or prospective users in various phases of microcomputer systems and software and in the interpretation of computer products information.

3. Installs microcomputers, application menus, and software, and peripherals such as video servers, printers, and multimedia devices.
 4. Operates master control and Telecine.
 5. Installs local and wide-area networks.
 6. Configures systems, specifies models, installs, evaluates, and operates equipment as required.
 7. Writes library documentation and topology maps for networks, researches, and advises staff of new technologies.
 8. Uses logical problem determination procedures to isolate faults in microcomputer software, hardware, and network systems.
 9. Installs and operates digital video and audio routing switches, production, and master control switches.
 10. Fabricates and installs telecommunications hardware including RF, audio, and video.
 11. Performs videotape editing in support of recorded studio, remote productions, and live broadcasts.
 12. Uses diagnostic equipment such as DTV and analog test signal generators, dual trace scopes, VSB analyzers, and demodulators, frequency counters, waveform monitors, and spectrum analyzers to recognize telecommunication problems.
 13. Debugs and maintains microcomputer applications, communication, and utility programs.
 14. Participates and assists in the long range planning for transmission, reception, and information systems equipment in facility planning.
 15. Maintains program transmittal logs and equipment maintenance logs required by FCC regulations.
 16. Assembles equipment for multi-camera remote productions.
 17. Performs satellite uplinks.
 18. Provides technical assistance to production and operation staff as it relates to proper equipment operation.
 19. Provides instruction to assigned staff (e.g., master control specialist and student worker staff) in operating various systems, including master control, Telecine, and media transmitting devices.
 20. Conforms to safety standards, as prescribed.
 21. Performs related duties, as assigned.
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Distinguishing Characteristics

Involves technical work in the installation, repair, and maintenance of telecommunications broadcasting equipment.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of network installation practices.
2. Knowledge of data and communication systems.
3. Knowledge of basic electronics including analog, digital, AC/DC theory, amplifier, comparators, filters, and logic circuits.
4. Knowledge of television and production activities.
5. Knowledge of various microcomputer software applications packages (e.g., IBM compatible, MS-DOS, Macintosh, etc.).
6. Comprehensive knowledge of all Master Control Specialist knowledge, skills, and abilities.
7. Ability to troubleshoot hardware and software problems.
8. Ability to work independently, establish priorities, meet deadlines, and work well under pressure.
9. Ability to read, interpret, and apply FCC rules and regulations.
10. Ability to operate electronic broadcast equipment.
11. Ability to read and interpret complex materials.
12. Ability to read schematics.
13. Ability to operate electronic testing equipment.
14. Ability to effectively communicate with employees.
15. Ability to work flexible shifts, including weekends, and holidays.
16. Ability to work cooperatively with employees, other agencies, vendors, and the public.
17. Ability to recognize and report hazards and apply safe work methods.
18. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc).
2. Minimum twelve (12) college credit hours in computer science, information systems, or electronic engineering from an accredited college or university and

one (1) year experience in microcomputer systems and television broadcasting;
or,

Minimum two (2) years experience in routine maintenance, support, and administration of electronic broadcast equipment, microcomputer systems, local and wide-area networks will fulfill the college and experience requirement.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (within 6 months), is required at the time of application and at the time of interview, prior to final selection.

Preferred Qualifications

Society of Broadcast Engineer (SBE) Operators and A+ certification/Cisco CCNA certification are preferred, but not required at the time of application. If not currently in possession, certification must be obtained within one (1) year of hire and then maintained for the duration of the assignment.

Document(s) Required at Time of Application

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. College transcript(s) if applicable.
 3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities, TV station, schools, and remote location sites.

Work Environment

Strength

Medium/Heavy - Exert force 50-100 lbs., occasionally, 25-50 lbs., frequently; or 10-20 lbs., constantly. May involve significant standing, walking, pushing, pulling, and carrying.

Physical Demand

Frequent climbing, balancing, stooping, kneeling, crouching, hearing, reaching, handling, repetitive fine motor activities and feeling. Vision: Frequent near and far acuity, depth perception and focal length change and color vision. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, VDT screens, or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions

Varies from a climate-controlled office setting to work out doors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods and frequent electrical shock hazards.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

None Specified

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 09/24/20
- Created: 01/17/06