

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Chief Broadcast Engineer</b>	<b>CLASS CODE:</b>	<b>478</b>
<b>REPORTS TO:</b>	<b>Cable Media Administrator</b>	<b>GRADE:</b>	<b>28</b>
<b>DEPARTMENT:</b>	<b>Marketing/Communications</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: June 7, 2010 db</b>			

**JOB SUMMARY**

Responsible for coordination of all planning, design, specification, construction, operation and maintenance-related functions for all broadcast engineering facilities for the City's cable television station and Media Center. An incumbent of this position is also responsible for engineering supervision and operation of the Media Center and its use by outside media, which includes maintaining two digital studios, satellite uplinks and routing systems, fiber links to Glendale Arena, Cardinals Stadium, Westgate and downtown Glendale City facilities, and various news conferences, remote and live events.

**ESSENTIAL FUNCTIONS**

1. Coordinates and may participate in the installation, operation and maintenance of all electronic and mechanical equipment associated with Glendale 11's video production equipment including the maintenance of video equipment.
2. Sets up and component-level repair of the following equipment: broadcast cameras, camcorders and tape machines, video switchers, non-linear editing equipment, character generators, audio boards, digital servers, software and video cabling.
3. Responsible for ensuring video equipment in master control, production studios and edit suites is maintained and functional at all times.
4. Oversees day-to-day equipment maintenance and repair schedules.
5. Prepares budget requests and recommendations related to the operations and maintenance of all electronic and mechanical equipment associated with the City's cable television station and Media Center.
6. Maintains inventory of parts and equipment for the cable station and media center. Determines equipment and parts needs and submits orders accordingly.
7. Acts as troubleshooter in repair and maintenance of technical equipment.
8. Coordinates and supervises all major system and component maintenance and fabrication of equipment.
9. Performs preventive maintenance, installation, design and/or fabrication of video systems.
10. Supervises the setup of special equipment, remote installations and ensures that operations meet objectives.
11. Assists, advises and instructs personnel in matters pertaining to all phases of video systems operation and maintenance procedures.
12. Supervises engineering components of large-scale special events including multiple camera remote locations and field edit suites with a master control and/or playback.
13. Assures adherence to Federal Communications Commission (FCC) requirements in regards to licensing, operating and technical performance of video equipment.
14. Works with City Cable franchise providers to ensure highest quality signal transmission to Glendale 11 cable subscribers.

**SECONDARY FUNCTIONS**

15. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

- Video broadcast engineering, production & practices
- Electronic and satellite television gathering systems and engineering techniques
- Fiber optic, digital, high definition and beta systems
- Proficient with the following computer systems: XSan and Mac OS 10.4, Apple Certified System Administrator, XServe 1.1, Final Cut Pro Certification Level 3
- Integrating XP computers with XServe/XSan
- Installation and maintenance of various computer-networking environments including SAN/NAS and RAID in a Microsoft network environment and Cisco IP based telecommunications systems
- Mobile production truck operations, power requirements and structural integrity
- Current television industry trends, techniques and technology
- Government access, broadcast industry and FCC standards and requirements
- Equipment parts, components and sources of supply

### **Ability to:**

- Supervise and perform the proper professional installation and operation of digital and high definition video production equipment
- Develop and implement a maintenance program for television systems along with proper documentation
- Interpret and sketch electronic systems diagrams and schematics
- Plan, assign, instruct and supervise the work of technical and production personnel
- Design and modify systems and equipment to increase efficiency and economy of operation
- Troubleshoot, maintain and repair all types of broadcast equipment, including video servers, automation systems and archiving systems as well as traditional broadcast equipment such as VTR's, video master control switchers, routing switchers and supporting infrastructure
- Produce written engineering and other documents in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Establish and maintain effective working relationships
- Identify and resolve software/hardware conflicts on both Mac and PC computers
- Perform regular maintenance/updates of streaming web server
- Keep abreast of new developments in video production techniques, equipment and quality standards
- Visually distinguish the full range of the color spectrum

## **WORKING CONDITIONS**

Daily lifting and carrying of heavy equipment of up to 50 pounds. Some occasional exposure to adverse weather conditions and electrical hazards. Awkward positions are occasionally maintained when operating equipment.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in broadcast or communications engineering or a related field and six years television broadcast experience including extensive background in electrical engineering in video production and television engineering and experience with mobile production equipment. Experience with remote sports production and large staged media events, including management of large media pool feeds is required.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Valid Arizona Drivers license