PALOMAR COMMUNITY COLLEGE DISTRICT

TELEVISION TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To operate, maintain, repair and calibrate a wide variety of television equipment; to install all new television broadcast equipment; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager, Television Production & Operations.

May exercise functional and technical supervision over assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Maintain, troubleshoot, diagnose and repair a variety of television equipment used in the Educational Television program including but not limited to television production equipment, videotape editing systems and audio production equipment.

2. Calibrate and utilize a variety of precise electronic testing equipment.

3. Assemble and install all new television broadcast equipment; maintain equipment records and prepare reports.

4. Instruct faculty, staff and students in the use and care of equipment and supplies; advise faculty and students in the technical aspects of the operation of audio and television equipment.

5. Set up television studio, control rooms and computer software used in broadcasting; set up and adjust cameras and control video levels.

6. Inspect all equipment for effective use in shooting television programs; understand the operational procedures for a variety of television equipment and systems.

7. Provide production engineering in Educational Television facility and on remote productions; operate District vehicles to drive to remote production sites as required.
8. Operate a wide variety of television broadcasting equipment and tools.

9. Implement a schedule of equipment preventive maintenance.

10. Maintain accurate inventory of television production equipment, parts and supplies.

**Marginal Functions:**

1. Oversee the work of student technical staff.

2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices methods and trends in broadcast television maintenance and repair including digital electronics as applied to broadcast engineering.
- Principles and theories of broadcasting.
- Methods, techniques and test equipment used in the maintenance, repair and operation of broadcast equipment.
- Basic principles of supervision and training.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment including computers.
- Basic mathematical principles.
- Occupational hazards and standard safety principles.
- Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

- Troubleshoot, maintain and repair defects in a wide variety of television broadcasting equipment.
- Operate a variety of television broadcasting and repair equipment and tools in a safe and effective manner.
- Assemble and install new television broadcasting equipment.
- Supervise and train student technical staff.
- Instruct faculty, staff and students in the use and care of television equipment and supplies.
- Maintain accurate records and inventories.
- Operate District vehicles in a safe and effective manner.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**
Two years of increasingly responsible experience in the maintenance and repair of professional television production and broadcast equipment.

**Training:**
Equivalent to the completion of the twelfth grade supplemented by course work in the repair and maintenance of professional television production and broadcasting equipment or a related field.

**License or Certificate**
Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**
Indoor and outdoor environment; exposure to computer screens, electrical energy, radiant energy, moving objects/vehicles, inclement weather conditions.

**Physical Conditions:**
Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; operating motorized equipment.