

## **LEAD BROADCAST AND AUDIO TECHNICIAN**

### **DEFINITION**

Under general supervision, oversees and performs technical support in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities, including broadcast studios, transmitters, and related lab studios; provides support for all campus and public safety radio communications facilities; provides technical support to students, faculty, and staff on the operation, maintenance, and repair of equipment and systems.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Technical Services. May exercise technical and functional direction over and provides training to assigned staff and student workers.

### **CLASS CHARACTERISTICS**

This is an advanced technical classification responsible for overseeing and performing technical support of all broadcast radio and television facilities. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of highly technical tasks in the design, installation, maintenance, and repair of assigned facilities and systems. Incumbents are expected to work independently and exercise judgment and initiative. Incumbents at this level are required to be fully trained in all procedures related to assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Production Specialist in that the latter performs technical and creative development work of video, audio, media, and broadcast production and post-production. This class is further distinguished from the Director, Technical Services in that the latter oversees the entire department-and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Oversees and participates in the design, installation, configuration, operation, modification, and maintenance of television and radio production facilities, including broadcast studios, transmitters, and related lab studios; monitors land mobile and broadcast systems for indications of potential failure; ensures related activities comply with established standards, policies, and procedures.
- Oversees technical operations and provides technical support for production activities in broadcast studios, master control, satellite operations, video and audio editing, duplication, and mobile television production facilities.
- Oversees development, modification, operation, and repair of mobile television production truck, satellite, and communication equipment.
- Installs, maintains, and repairs audio and video recording systems, cameras and monitors, video switchers, audio amplifiers, speakers, microphones, lighting, theatrical rigging, and a variety of other broadcast, performance art, and radio equipments, systems, and devices.
- Provides technical support for special events and in the Performing Arts Center as needed; coordinates, prepares, and sets-up audiovisual, production, and broadcast equipment and systems for educational activities, conferences, and special events.
- Provides technical support for all campus public safety radio and communications facilities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Researches, reads, and interprets equipment manuals, schematics, diagrams, and other technical documentation used in the repair and upgrade of land mobile and broadcast facilities.

- Interfaces and communicates with the Federal Communications Commission (FCC), consultants, and Federal broadcast attorneys; researches, interprets, and applies federal regulations pertaining to assigned area of responsibility.
- Participates in audio and video production and post-production.
- Trains employees in work methods, use of equipment, and relevant safety precautions.
- Reviews maintenance and repair work for accuracy and completeness; inspects and evaluates work in progress and upon completion to ensure that assigned maintenance and repair activities are performed in accordance with District standards and Federal rules and regulations.
- Researches and recommends equipment purchases.
- Occasionally assists the other technical services staff with assigned duties as needed.
- Responds to requests for technical assistance and answers questions from faculty and staff or refers to appropriate staff.
- Stays abreast of new trends and innovations in broadcast and audio operations, equipment, and services; researches emerging products, technology, and enhancements and their applicability to District needs.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Practices, procedures, techniques, tools, and materials used in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of broadcast radio and television facilities and public safety communication facilities.
- Theory and practice of electrical, electromechanical, and electronic principles in the fields of video and audio communications and radio frequency transmissions.
- Operation and maintenance of radio, video, and communication systems and equipment including microphones, mixers, loudspeakers, radio frequency, editing, and analog and digital recording and reinforcement systems.
- Analog and digital electronics and acoustics.
- Operational characteristics of audio, video, communications, and facilities maintenance and repair equipment, including electronic and acoustic instrumentation.
- Basic principles, practices, and methods of system integration.
- Production techniques and procedures for video, audio, media, and broadcast production and post-production.
- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area to which assigned, including FCC rules and regulations.
- Principles and procedures of record keeping and report preparation.
- Proper storage and care of equipment and tools.
- Standard office practices and procedures, including the use of standard office equipment and computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and faculty and other staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

- Lead and participate in inspecting, troubleshooting, diagnosing, and resolving television, radio, and communication problems and malfunctions.
- Operate specialized maintenance and repair equipment, tools, and, such as electronic and acoustic instrumentation.
- Perform or specify electrical power distribution for various projects related to area of assignment.
- Read, interpret, and apply technical information from manuals, schematics, diagrams, and other technical documentation.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations.
- Maintain accurate logs, records, and basic written records of work performed.
- Enforce and follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and software.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college in electrical engineering or related field and three (3) years of progressively responsible experience in the design, installation, operation, maintenance, troubleshooting, diagnosis, and repair of television and radio communication facilities, systems, and equipment.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard video, audio, media, and broadcast production setting; strength, stamina, and mobility to perform medium to heavy physical work, to climb and descend ladders, to operate varied tools and equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in maintenance and repair activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in standard video, audio, media, and broadcast production environments with moderate to loud noise levels, controlled temperature conditions, exposure to electrical hazards, and no direct exposure to hazardous physical substances. Incumbents may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.