

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** BROADCAST ENGINEER

**Reports To:** Designated Supervisor

**UW Job Code:** 3309

**UW Job Family:** 51 - Technicians

**SOC Code:** 27-4012

**FLSA:** Exempt

**Pay Grade:** 23

**Date:** 8-30-13

### **JOB PURPOSE:**

Provide technical support to broadcast facilities in repair, maintenance, installation and modification of technical broadcasting equipment in the studio and at remote sites.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operate, maintain, troubleshoot and repair complex electronic, computer-based, optical and mechanical broadcasting systems. Repair and maintain equipment in emergency and preventative situations.
- Set up and operate various broadcasting equipment such as recording, video and editing equipment; check equipment for operational readiness; provide operational assistance/instruction to others as needed.
- Prepare and maintain various technical records and engineering logs pertaining to broadcast equipment performance and discrepancies according to regulations.
- Perform preventive maintenance and major repairs on solid-state electronic and broadcast equipment.
- Make changes in circuitry, design, and installation to adjust for assembly, maintenance, functions, and/or space requirements.
- Set up, maintain and operate remote production facilities, including all engineering activities associated with remote television/radio productions.
- Test and align new equipment prior to installation in broadcast facility.
- Set up and maintains transmission equipment for broadcast and point-to-point microwave links.

### **SUPPLEMENTAL FUNCTIONS:**

- Prepare technical repair manuals and technical reports on progress of projects, as directed.
- Instruct others on troubleshooting, repairing, installation, and operation of equipment.

- Recommend equipment and supply purchases, as needed.
- Stay current with new instructional technology systems and equipment advances.

### **COMPETENCIES:**

- Technical/Professional Knowledge
- Consistency
- Analysis/Problem Identification
- Delegating Responsibility
- Attention to Detail
- Work Prioritization & Management

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Computer hardware, software, and network systems and operations.
- Advanced equipment safety inspection methods and techniques.
- Safety measures and occupational hazards of the trade.
- Advanced maintenance and repairs for the assigned equipment.
- Advanced calibration methods and techniques for applicable tools and equipment used.
- Computer operating systems principles (PC and MAC) and MS Office applications.
- Operation of multiple types of equipment including, but not limited to audio, video, computer display, signal distribution, video recording/playback cameras, camcorders, monitors, whiteboards, and SP/Crestron or similar control panels as well as projectors and tape recorders.
- Wired and wireless environments for use and connectivity of computers and computer peripherals and multimedia equipment.
- Video and audio production, video recording and broadcasting equipment and video and audio editing software.
- Configuring and supporting wireless devices including projectors, laptops, tablets, and handheld devices.
- Cost estimating processes.
- Writing technical information for understanding by non-technical audience.
- Writing reports and operational or repair documentation for instructional systems.

Skills and Abilities to:

- Exhibit demonstrated experience with diagnostic techniques, procedures, equipment and tools used in digital classroom support and audio/visual services.
- Prioritize work assignments and work on multiple tasks at once.
- Perform advanced assembly of complex equipment and systems.
- Follow detailed written and oral instructions.
- Effectively communicate, both orally and in writing.
- Troubleshoot a variety of instructional technology and audio-visual systems to isolate defects and make repairs.
- Interpret advanced level of schematics and drawings.
- Manage projects and meet demanding time conflicts.
- Multi-task with multiple interruptions.
- Work in a collaborative team environment.
- Understand and work with IR, RS-422 and RS232C remote control systems.
- Maintain complete and accurate records.
- Reason logically, draw valid conclusions, and make appropriate recommendations.
- Move up to 50 pounds regularly up to one-third of the time.

### **WORKING CONDITIONS:**

Indoor environments such as offices, labs, art studios/museums, auditoriums/field house, and classrooms; regularly exposed to electrical and mechanical hazards; and occasionally subject to work in tight or confined areas.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.