THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  
TELEVISION MEDIA ENGINEERING AND OPERATIONS TECHNICIAN

Title Codes  
04988 Annual (Full-Time)  
04988 Hourly (H)

FLSA Status  
FLSA Status Non-Exempt (Overtime Eligible)

Date Issued  
5/22/2019

General Duties and Responsibilities

Serving in office titles such as Master Control Room Operator, Broadcast Engineer and Audio Engineer, employees in this class of positions perform technical work in a broadcasting operation and/or production environment. Duties include designing, installing, operating, monitoring and reporting, maintaining and/or modifying all types of broadcast equipment and related software.

There are two assignment levels in this class of positions. This specification describes typical duties of these assignments; related duties are performed as needed.

General Work Tasks

Assignment Level 1:  
Level 1 employees typically serve as a Master Control Room Operator and Audio Engineer. These employees display a high-level of knowledge of the technical specifications and functioning of broadcast equipment and related computer hardware and software, as well as the activities required to create, disseminate, broadcast and duplicate video and audio signals. Under direct supervision, they perform tasks, such as:

- Maintaining and securing all broadcast equipment by performing routine preventative maintenance as well as emergency repairs.
- Checking and testing equipment to insure its proper mechanical and electrical functioning.
- Maintaining equipment and parts inventories.
- May assist in training technical personnel engaged in certain phases of operating broadcast equipment and computer hardware and/or software.
- Monitoring broadcast programs in progress to maintain consistent quality of picture and sound reproductions and program content in accordance with Federal Communications Commission (FCC) rules and regulations.
- Assisting in the maintenance of existing broadcast capabilities by providing fast solutions to problems that may arise with the transmitter, tower, satellite receiver, and other related equipment.
- Maintaining emergency alert system and complying with applicable reporting requirements.
- Maintaining general records and reporting as required by federal, state and local law.
- Screening programs to help conduct final quality control checks, such as ensuring appropriate timing and length, and checking for inappropriate language or video, and holes in content.

Assignment Level 2:  
Typical Level 2 office titles include higher level Broadcast Engineer, Broadcast Technician, Master Control Room Coordinator and Audio Engineer. These employees perform with less supervision, or direct the performance of, the above tasks of Level 1 incumbents. They display a very high level of technical knowledge and proficiency, and regularly supervise or directly perform the most complicated repairs of equipment and related computer hardware and software, and those repairs that require the highest level of emergency response.
Qualification Requirements

**Assignment Level 1:** Requires a high school diploma or GED, and 2 years of full-time, satisfactory directly related experience in a television broadcast environment, or

Associate Degree or 60 college credits, and 1 year of experience, or

Baccalaureate Degree.

**Assignment Level 2:** Requires a high school diploma or GED, and 6 years of experience, or

Associate Degree or 60 college credits, and 5 years of experience, or

Baccalaureate Degree and 4 years of experience, or

Master’s Degree and 3 years of experience.

**Important Notes:** All qualifying experience must be from a television broadcast environment, full-time, or full-time equivalent, and in a position where the duties are directly related to those of Television Media Engineering and Operations Technician.

College education must be in a directly related field of study, from a regionally accredited or New York State registered four-year college or university.

Some positions in either Assignment Level may require a current, valid Motor Vehicle Driver License valid in the State of New York.

**Direct Lines of Promotion**

From: None  To: None