

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Television Operations Technician I, Grade 46**

DEFINITION:

Under general supervision of the Video Services Manager, operates television play-back and electronic test equipment for cable television and ITFS transmission systems; provides technical direction for program playback, production and post-production.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Operates FCC-licensed ITFS transmitter.

May assist Traffic in pulling programs from library according to log.

Loads video tapes into machines, and operates automated video server systems.

Makes technical setup adjustments to video tape machines, audio mixers, time base correctors and video processors.

Verifies program transmission on programming log.

Adds program promotions and public service announcements in run of schedule.

Programs station character generator.

Duplicates TV programs onto cassettes for airing.

Records off-air, live on-air, and satellite programs.

Routes appropriate audio and video for program broadcast or recording via routing switcher.

Edits videotapes for airing.

Insures proper operation of equipment and makes minor repairs.

Monitors wave form displays, vu-meters, power meters, modulation meters, deviation meters and other signal indicators, and makes appropriate adjustments and minor repairs.

Operates satellite downlink receivers.

Feeds programs over internal television system.

Maintains logs, records and files.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Qualifying experience must have included the operation of television playback and transmission equipment. Completion of college level or industry recognized training in telecommunications may be considered in lieu of experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology and procedures related to television production and transmission

Safety practices related to the daily operation of a television production and transmission facility

ABILITY TO:

Set up and operate equipment related to television production and transmission such as video recorders, audio equipment, video servers, broadcast automation systems, satellite downlink receivers, and routing switchers

Troubleshoot and make minor repairs on equipment

Work under pressure

Follow oral and written instructions

Maintain effective relations with others

WORKING CONDITIONS & PHYSICAL ABILITIES:

Master control room and office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit for extended periods of time; possess dexterity of hands and fingers to operate a computer keyboard and other equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and service computer equipment; lift objects weighing up to 30 pounds.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Range
9/1/77	Sept. 1, 1977	3/96; 11/1/2002; 6/05, 06/14; 7/16	Non-Exempt	46