

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Television/Video Technician	Range:	40
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for operating, installing, maintaining, diagnosing, repairing, and fabricating a variety of sophisticated television, cable, satellite, and broadband equipment and systems and providing assistance and recommendations regarding equipment operation, repair and maintenance.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Maintains, adjusts, calibrates, diagnoses, and repairs a variety of sophisticated television production, reception and transmission equipment including video cameras, video cassette recorders, teleprompters, satellite receivers, computer edit controllers, computer graphics generators, and production switchers.
2.	Installs, configures, maintains, and designs audio-visual systems for television production, editing, duplication, processing, reception, transmission, and teleconferencing.
3.	Researches and reviews production needs, the capabilities of current and new equipment to determine the need for replacement; recommends purchase of equipment as appropriate.
4.	Sets up cameras, studio lighting, teleprompters, remote production van, and related production equipment; and maintains appropriate signal levels and functions during studio or remote van production taping.
5.	Sets up electronic field production, editing, duplication, cable channel playout, satellite reception, and teleconferencing equipment and maintains appropriate signal levels and functions to meet the needs of production, postproduction, cable operations, and teleconferencing personnel; provides assistance in technical aspects of video activities.
6.	Instructs faculty, staff, and students in the proper operation of television production, editing, duplication, reception, and transmission equipment; answers questions and provides technical information and assistance as necessary.
7.	Installs repaired equipment to systems; checks and repairs complete systems; diagnoses problems with audio and video systems in television truck, editing systems and studio.
8.	Maintains a variety of records, logs and files including records of equipment maintenance and repair, production schedules and inventory.
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Television/Video Technician maintains frequent contact with Media Services staff, faculty, students and outside vendors.

EDUCATION AND EXPERIENCE

Two (2) years of college level course work video engineering or a related field
Minimum two (2) years increasingly responsible experience in the maintenance, diagnosis, repair, integration, and systems design of audio, video, and related equipment

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of methods, equipment, and materials used in television and radio production, processing, reception, and transmission
Knowledge of the operation and maintenance of a variety of sophisticated television, video processing, satellite reception, broadband, cable, and transmission equipment
Knowledge of District and federal policies on copyrighted materials and FCC regulations
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of interpersonal skills using tact, patience, and courtesy
Knowledge of record-keeping techniques
Ability to operate, maintain, diagnosis, and repair a variety of sophisticated television and video production, processing, reception, playout, and transmission equipment, including composite and component video broadcast quality formats
Ability to operate computer and applicable software
Ability to operate precision testing and diagnostic equipment
Ability to research and review production needs and capabilities of current and new equipment
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

Television and radio production environment; subject to exposure to various chemicals; subject to heavy lifting and carrying (up to 80 pounds unassisted), and climbing ladders to conduct work; repetitive use of upper extremities; fine manipulation; bending and stooping.
