

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **ASSISTANT TELEVISION TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To assist the Television Technician in the operations, maintenance and repair of a variety of television and broadcast equipment; to assist faculty, staff and students in the use and operation of assigned equipment; and to perform a variety of technical tasks relative to an assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Television Technician.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential duties and other important responsibilities/duties may include, but are not limited to, the following:*

1. Performs technical duties involved in assisting with the maintenance, diagnosis and repair of television and broadcast equipment including, but not limited to, production equipment, videotape editing systems, and audio production equipment.
2. Assist faculty, staff and students in the operation and care of television equipment.
3. Utilize a variety of precision electronic test equipment and tools.
4. Operate various broadcasting equipment in the production of programs as required.
5. Read and interpret schematics, wiring diagrams and blueprints.
6. Inspect television and production equipment for efficient and operational use.
7. Set up television studio control room; set up and adjust cameras and audio equipment as necessary.
8. Prepare and maintain accurate and complete maintenance records for all equipment used in the production process.
9. Perform related duties and responsibilities as required.

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**Assistant Television Technician (*Continued*)**

**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices, methods and trends in broadcast television maintenance and repair including digital electronics as applied to broadcast engineering.
- Principles and theories of broadcasting.
- Methods, techniques and test equipment used in the maintenance, repair and operation of television broadcast equipment.
- Principles and procedures of recordkeeping.
- Modern office procedures, methods and equipment including computers.
- Basic mathematical principles as applied to television broadcast repair.
- Occupational hazards and standard safety principles.
- Pertinent federal, state and local codes, laws and regulations.

**Ability to:**

- Troubleshoot, maintain and repair defects in a wide variety of television broadcasting equipment.
- Operate a variety of television broadcasting and repair equipment and tools in a safe and effective manner.
- Instruct faculty, staff and students in the use and care of television equipment and supplies.
- Maintain accurate records and inventories.
- Operate District vehicles in a safe and effective manner.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:**

*Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:*

**Experience:**

One year of experience in the maintenance and repair of professional television production and broadcasting equipment is highly desirable.

**Education/Training:**

Equivalent to completion of the twelfth grade supplemented by coursework in the repair and maintenance of professional television production and broadcasting equipment or a related field.

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**License or Certificate**

Possession of, or ability to obtain, an appropriate valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environment; exposure to computer screens, electrical energy, radiant energy, moving objects/vehicles, inclement weather conditions; contact with students and staff.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting; operating computer equipment; near visual acuity for reading computer screens; operating motorized equipment.