



## Broadcast Operator

Classified Range: 38

Board Approved: 04/01/1991 P. 1|2

*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; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under general supervision, operates television transmitters, master control switches, and ancillary equipment used in the broadcast of television programs; reviews program logs; sets up equipment with programs and station breaks to be broadcast; monitors equipment operations to ensure conformance with federal standards; records national and regional programs; prepares and maintains a variety of records and logs.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Reviews program logs; sets up equipment with programs and station breaks to be broadcast; operates a video switcher and audio video equipment.
2. Monitors equipment operations to ensure conformance with federal standards; makes necessary adjustments; takes and records periodic equipment readings; logs operations.
3. Selects the proper source material to air referring to the program log as to content and time.
4. Records national or regional programs from satellite on videotapes; records local programming and performs tape dubbing.
5. Operates and maintains a variety of audio/video equipment including recorders and synchronizers; operates by remote control, television transmitters and satellite downlink equipment; troubleshoots and performs minor repairs on equipment as necessary.
6. Identifies equipment malfunctions and takes corrective action; maintains related records.
7. Monitors operation of FM transmitter within federal guidelines.
8. Monitors websites for program misfeed and troubleshooting information.
9. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

- Operational characteristics of station transmitters, master control switcher, video recorders, and associated equipment.
- Basic audio/visual troubleshooting techniques.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and procedures of record keeping and filing.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state and local codes, laws and regulations, including FCC rules and regulations pertaining to station operations.



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### **Ability to:**

- Operate sophisticated broadcast equipment in accordance with regulations and schedules.
- Identify equipment malfunctions and take corrective action.
- Understand and follow oral and written instructions.
- Prepare written records and reports.
- Troubleshoot and perform minor repairs on equipment.
- Operate office equipment, including computers and supporting software applications.
- Maintain a variety of records and logs.
- Plan and organize work to meet changing priorities and deadlines.
- Meet critical deadlines while working with frequent interruptions.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

- Equivalent of the completion of twelfth grade.

#### **Experience:**

- One year of experience in the operation of television broadcasting equipment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.