

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03415638

DATE POSTED: 06/14/18

POSITION NO: 211767

CLOSING DATE: 07/26/18

POSITION TITLE: Broadcast Engineering Technician

DEPARTMENT NAME / WORKSITE: Division of Human Resources / Office of Broadcast Services / Window Rock, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AI64A

WORK HOURS: 8 a.m. - 5 p.m. PART TIME: NO. OF HRS./WK.: _____ \$ 41,017.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 19.72 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Oversees and coordinates the installation and maintenance of transmission network including the operation and maintenance of studio, remote control, audio/visual and radio-frequency (RF) transmission equipment; performs and coordinates activities concerned with layout and design of electrical circuitry, ensures conformance with appropriate codes and safety regulations; records maintenance performance; installs, operates, and troubleshoots television RF equipment; controls audio and visual level and/or equipment to regulate volume level and quality of sound during radio/television broadcasts (ascertain on-air programs); monitors strength, clarity and reliability of incoming and outgoing signals and adjusts equipment to maintain quality broadcasts; Regulates fidelity, brightness and contrast of video transmissions; performs preventive equipment maintenance; maintains television broadcast equipment to produce, switch, receive, edit and reproduce the Digital Television signal in compliance with FCC rules and regulations; provides technical support for studio and remote site television productions, post-productions and duplication services; Submits facility usage reports; broadcasts emergency public service announcements; tests and evaluates audio/visual signal quality of production, transmission and reception, including maintenance of audio/visual equipment; designs and implements computer documentation software for remote transmitter and satellite systems; acts as technical advisor and consultant on associated technical and operational issues; provides staff training as needed in applicable field; maintains and verifies records, logs and reports required by FCC, local and state agencies; troubleshoots RF transmission equipment; Interprets FCC and other federal, state and local broadcasting regulations; ensure that signals are functioning and programs are ready for transmission; prepares discrepancy, test and security report, as stipulated by FCC regulations; Implements and monitors conventional video broadcast systems to modem information technology; operates video standard/high definition, video compression, television studios broadcast cameras and lenses, vision mixers or production switches, digital server playout technologies, broadcast automation, implements and monitors technological archiving/storage of data; provides recommendations on the implementation and operation of computer controlled satellites, Ku and C-Band downlink and uplink equipment; maintains towers; addresses complaints of RF interference; may conduct health, safety training and enforcement; maintains broadcast automation systems for the studio and automatic transmission systems; provides technical support for studio and remote site television production and post-production activities; sets up, installs, operates and maintains electronic equipment used to transmit television; and performs related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelors Degree in Electronics Engineering, Communications, Broadcast Technology, Electrical or related field; and two (2) years of responsible electronic engineering experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state drivers license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, Federal, State Laws, regulations, and guidelines governing aspects of operations relative to microwave and radio transmissions; Knowledge of media production, communication, and dissemination techniques and methods; Knowledge of management and direction of low power television satellite network; Knowledge of the operation, maintenance and repair of audiovisual equipment; Knowledge of the operation and maintenance of television camera equipment; knowledge of the set up and maintenance of microwave and television translator equipment; Skill in using verbal and written communication; Skill in the use of logic and reasoning to identify the strengths and weaknesses of alternative solutions; Skill in safely transporting, setting up, operating, and maintaining complex audiovisual cameras and equipment; Skill in setting up field productions for television; Skill in use of customer service/public relations techniques; Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.