

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DHR03416276</u>	DATE POSTED:	<u>09/24/18</u>		
POSITION NO:	<u>211767</u>	CLOSING DATE:	<u>11/30/18</u>		
POSITION TITLE:	<u>Broadcast Engineering Technician</u>				
DEPARTMENT NAME / WORKSITE:	<u>Division of Human Resources / Office of Broadcast Services / Window Rock, Arizona</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AI64A</u>
WORK HOURS:	<u>8 a.m. - 5 p.m.</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 41,017.60</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 19.72</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**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.***