

## **ELECTRONIC TECHNICIAN**

**DEFINITION:** Under general direction, performs work of moderate difficulty in maintaining and operating audio-video equipment, microwave translator equipment and direction of low power television satellite networks; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Monitors microwave signal between stations and cable head end; checks signal strength and audio strength for stable signal; responsible for field and post production for programs airing on television station; logs airings of past and future programming and radio transmissions; maintains both the microwave and editing facilities; cleans and maintains cameras and field equipment; edits and reviews productions for television stations around Navajo Nation.

Checks and maintains translators; researches and contacts certified vendors concerning technical assistance or updates on new technology; researches and makes recommendations for equipment purchases; prepares required reports; provides status reports on current assignments; loads, sets up cameras and audiovisual equipment for field production; tears down, returns and maintains all equipment.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation, federal, state laws, regulations, and guidelines governing aspects of operations relative to microwave and radio transmissions.

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 public relations/customer services methods and practices.

Knowledge of the set up and maintenance of microwave translator equipment.

Skill in utilizing verbal and written communication in development and presentations of public materials and broadcasts.

Skill in safely transporting, setting up, operating, maintaining and repairing complex audiovisual cameras and equipment.

Skill in managing and directing daily operations of low power television satellite network.

Skill in setting up, maintaining and repairing of microwave television translator systems.

Skill in setting up field productions for television.

Skill in utilizing customer services/public relations techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires climbing, standing for extended periods of time, loading, transporting, setting up, tearing down, operating audiovisual equipment weighing up to 50 lbs.

**MINIMUM QUALIFICATIONS:** An Associate's degree in Electronics Engineering, Communications, or Audiovisual; and four (4) years of responsible electronic engineering experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

THE NAVAJO NATION

Class Code: 2065  
Information Management and Presentation Series  
News and Media Presentation Group  
Overtime Code: Non-Exempt  
Pay Grade: 62

**ELECTRONIC TECHNICIAN**

**SPECIAL REQUIREMENTS:** Must possess a valid state driver's license, Federal Communication Commission (FCC) Radio/Telephone License and Microwave Technician's Certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.