Long Beach Community College District

CLASS SPECIFICATION
Music/Radio/TV Equipment Technician

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, designs, operates, maintains and repairs broadcast radio, music, television, video and related equipment and studios for educational use; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Music/Radio/TV Equipment Technician is responsible for designing, operating, maintaining and repairing a variety of broadcast radio, music, television, video and related equipment and studios for student and staff use. An incumbent is also responsible for providing instruction and assistance to students and staff with the set-up, use and operation of music, radio, television and video equipment and studios.

Music/Radio/TV Equipment Technician is distinguished from Recording Specialist in that an incumbent in the latter class is responsible for managing and maintaining the District’s recording studio facilities and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Designs, operates, maintains and repairs a variety of broadcast radio, music, television, video and related equipment and studios for educational use; calibrates equipment; analyzes radio station operations, including station modulation, encoding for internet and student-produced programs; checks signals and ensures server stream is operational and running properly; maintains satellite downline equipment; replaces tubes, resistors, condensers, transistors and lamps in colortran units; sets up purity, convergence and alignment of equipment; adjusts television monitors; inspects and adjusts film chains.

2. Troubleshoots and performs minor repairs to music, radio and television equipment; opens purchase orders with vendors for equipment repairs; orders parts and supplies to fix equipment.

3. Researches and confers with vendors to obtain information and manuals regarding state-of-the-art equipment, technology and operations.

4. Instructs and assists students and staff with the set-up, use and operation of music, radio, television and video equipment; sets up studios for use by students and staff, including studio lighting, microphones, audio and video recorders, record players, audio boards and film chains; issues tools and equipment to students and staff and inspects conditions upon return.
5. Maintains an inventory of radio, music and television equipment and tools; maintains equipment and tool maintenance, repair and replacement records and reports; prepares buy out requisitions and maintenance requests.

6. Operates a variety of specialized and technical broadcast equipment and tools to perform assigned duties, including volt meters, vectorscopes and oscilloscopes.

7. Maintains work and storage areas in a clean, safe and orderly working condition; reports needed repairs and unsafe and hazardous conditions to appropriate personnel.

OTHER DUTIES
1. Assists in writing grants as needed.

QUALIFICATIONS

Knowledge of:
1. Operation, maintenance and repair of radio, television, music and video broadcasting equipment and systems.
2. FCC regulations and District policies and procedures governing radio, television and music broadcasting.
3. Principles and practices of radio, music and television production.
5. Operation and use of editing software and audio and video recording equipment.
6. Principles and practices of sound and video studio lay-out.
7. Techniques and methods of sound and video mixing.
9. Principles and practices of sound business communication.
10. Standard business software, including word processing and spreadsheet programs.

Ability to:
1. Repair and maintain closed circuit television and radio broadcasting equipment.
2. Inspect and make corrections to audio and video purity and convergence.
3. Repair and maintain film chains and other audio equipment.
4. Operate, maintain and repair sophisticated sound and recording equipment and systems.
5. Maintain current knowledge of technological advances in the radio, television and music broadcasting and production fields.
6. Communicate clearly and effectively, both orally and in writing.

7. Prepare clear, concise and accurate reports, correspondence and other written materials.

8. Operate a computer using word processing and other business software and other standard office equipment.

9. Organize and maintain specialized files and records.

10. Establish and maintain effective working relationships with District management, staff, students and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; completion of two years of college-level coursework in video and radio engineering; and two years of experience in the maintenance and repair of radio and television production and broadcast equipment; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk or sit; climb and work up to heights of 100 feet; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with District management, staff, students and others encountered in the course of work.
WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in music, radio and television production environments, and the noise level is frequently loud. An employee regularly works in confined spaces and is frequently exposed to fumes or airborne particles, loud or prolonged noise levels, and risk of electrical shock.