



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ASSISTANT ENGINEER
(NNTV)
COMMUNICATIONS

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing a variety of technical responsibilities in the installation, operation, and maintenance of all electronic and mechanical equipment associated with video productions. Reports to the Communications Manager, NNTV.

ESSENTIAL JOB FUNCTIONS

Performs technical engineering work for the City's television facility including diagnostic, counteractive responses, equipment installations, oversight of vendors performing work, equipment research, complex television communication transmission and reception, repairs computer associated video production equipment, and all electronic field & studio production gear.

Supports the video production section with technical and production assistance; directs, produces, shoots shows as needed, A/B roll edits, uses Digital Video Essentials to create effects, mixes audio, makes computer graphics, and maintains the highest quality performance programming.

Assists the Chief Engineer in determining fiscal and technically sound equipment purchases; researches new technologies involving television production, transmission, and reception; assists with budget preparation and research related to Newport News TV. Designs, engineers, directs, and constructs components for special projects using modern drafting and engineering techniques. Serves as liaison between the cable franchise company and other City Departments.

Responsible for the maintenance and repair of all television production gear, electrical system, security system, communications equipment, HVAC equipment, and the generator.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Broadcast Engineering** - Comprehensive knowledge of digital and analog electronic theory, modern design, maintenance, and repair techniques for mechanical, electrical, and electronic equipment. Knowledge of the calibration, setup, general design, and operation of television

production, post production, satellite up and downlink, and cable transmission and reception equipment.

- Broadcast Equipment - Knowledge and understanding of broadcasting test equipment using tools such as the spectrum analyzer, oscilloscope, waveform/vectorscope, and field strength meters.
- Technology - Knowledge of modern methods, concepts, practices, and principles related to video production; modern videography, graphic design and animation techniques, producing and editing techniques.

REQUIRED SKILLS

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, representatives from other departments and organizations.
- Judgment/Decision Making - Evaluates the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Computer Skills - Employs current trends and practices related to the use of technology in municipal government and related activities.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Equipment Repair - Ability to perform the proper professional installation, operation, and maintenance of video production equipment. Interpret and sketch electronic systems diagrams and schematics. Plan, assign, instruct, and supervise the work of technical and production personnel. Utilizes a variety of tools and equipment to diagnose and perform difficult to complex repair work of video and audio production and other related equipment.
- Communication - Ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle interactions with tact and diplomacy.
- Accounting & Budgeting - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices.

EDUCATION AND EXPERIENCE

Requires any combination of education experience equivalent to a Associate's Degree in Electronics, Communications Engineering, Engineering Technology or a related field and 3 - 5 years related broadcast engineering experience.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

Some evening, weekend, and holiday work required.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as, weather, dust, pollen, temperature, and noise extremes, and traffic hazards.