



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
CHIEF ENGINEER
(NNTV)
COMMUNICATIONS

Human Resources Department
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Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for overseeing the installation, operation, and maintenance of all electronic and mechanical equipment associated with Newport News TV(NNTV). Ensures proper equipment operation and maintenance to maximize system performance. Reports to the Communications Manager, NNTV.

ESSENTIAL JOB FUNCTIONS

Coordinates or performs all technical engineering work for the City's television facility to include: diagnosis, counteractive responses, time and budget analysis of repairs, equipment installations, vendor tracking, equipment research, television communication transmission and reception, computer associated video production equipment, and all electronic field and studio production gear. Maintains television website including video streaming and video on-demand library.

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.

Serving as a lead worker and resource for engineering staff; assists with difficult installation, operation and equipment maintenance; provides guidance and clarification on technical engineering issues. Oversees video production free lancers as directed; coordinates contracts with free lance technicians for special projects; develops work schedules for engineering, special projects, and remote video production;

Determines fiscal and technically sound equipment purchases; researches new technologies involving television production, transmission, and reception; assists with budget preparation and research related to NNTV. Designs, engineers, directs, and constructs television systems or components for special projects using modern drafting and engineering techniques; develops plans to employ other City departments for special projects. 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. Comprehensive knowledge of the calibration, setup, general design, and operation of television production, post production, satellite up and downlink, and cable transmission and reception equipment. Knowledge of web developing and content management. Knowledge of video servers, encoders and decoders.
- Broadcast Equipment - Comprehensive knowledge of trouble shooting techniques, both at the component and system level; knowledge and understanding of broadcasting test equipment using tools such as the spectrum analyzer, oscilloscope, waveform/vectorscope, and field strength meters.
- Technology - Comprehensive 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 exercises 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 - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy. 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. Oversees work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Equipment Repair - Excellent ability to supervise and perform the proper professional installation, operation, and maintenance of video production equipment. Design and modify systems and equipment to increase efficiency and economy of operation. Interpret and sketch electronic systems diagrams and schematics. Keep abreast of new developments in video production techniques, equipment, and quality standards. 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 - Excellent 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 in a confidential manner.

- Project Management -Plans and executes major facility engineering related projects. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines.
- Financial Management - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires any combination of education experience equivalent to a Bachelor's Degree in Electronics, Communications Engineering, Engineering Technology or a related field and 3 - 5 years related broadcast engineering experience with 1-2 years of supervisory 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.