



## City of Irving Job Description

### Senior Operations Technician

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Corporate Communications
<b>Job Code:</b>	06422	<b>Reports To (Job Title):</b>	Chief Television Engineer

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#### **PURPOSE**

To perform a variety of tasks in the setup, maintenance, and repair of audio and visual equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Perform periodic audio & visual equipment maintenance, such as its cleaning, adjustment and inspection.
- Assist in the installation of new equipment.
- Maintain six edit stations with storage area network.
- Support Master Control room.
- Provide technical support for remote and studio productions.
- Troubleshoot mechanical & electrical equipment problems; perform or provide for necessary repairs.
- Maintain and monitor accurate records on maintenance and repairs.
- Perform set up of the audio and visual equipment for remote productions.
- Organize, clean and maintain the production areas.
- Perform equipment installation and replacement, wiring and rewiring procedures/transport parts and equipment to various locations.
- Train staff and interns on the operation of production equipment.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Monitor machine room with computer access to all networking and signal routing.
- Perform installation and maintenance on production trucks.
- Coordinate with Fleet Maintenance to arrange for vehicle repairs.
- Assist supervisor with a variety of projects involving mechanical and electrical work.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **FINANCIAL RESPONSIBILITY**

Purchase equipment.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to an Associate's degree from an accredited college with major course work in subject field or field related to position.

### **EXPERIENCE**

- At least four (4) years of experience in video production.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

### **KNOWLEDGE OF**

- Communications & Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral and visual media.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Computer Usage: Computer hardware and software applications including video production equipment and non-linear digital production software and hardware.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Originality: Developing unusual or clever ideas about a given topic or situation, and/or developing creative ways to solve a problem;
- Visualization: Imagining how something will look after it is moved or rearranged.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **OUTSIDE CONTACTS**

This position interacts with vendors, contractors, cable companies, venue contacts, and staff in other city departments.

## **EQUIPMENT AND PROPERTY**

Responsible for all equipment used in the facility, ENG and remote production of content, play out of content, and conversion of content for web distribution. An estimated 1,000 different components from headsets to servers and a fleet of seven production vehicles.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to grasp, handle, feel, lift up to 10 pounds, listen, and/or see. S/he frequently is required to carry, drive a vehicle, kneel, lift up to 25 pounds, push, pull, reach, sit, stand, talk, and/or walk. Occasionally, s/he is required to balance, climb, crawl, lift up to 50 pounds, run, and/or smell, and rarely s/he is required to lift over 100 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee is often exposed to a confining work space, dirty environment, electrical hazards, extreme temperatures or weather conditions, high and precarious work places, improper illumination, and/or noise. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.