

CHIEF ENGINEER

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly technical position responsible for the maintenance and repair of electronic equipment, and the installation and operation of instructional media, audio-visual and telecommunications equipment. The incumbent will frequently work independently and make decisions on ordinary questions of procedures and order of tasks. Scheduling of work priorities is determined jointly on the basis of user need and departmental workload. This class differs from that of Instructional Media Technician by virtue of the responsibility for performing the higher level electronic and most difficult mechanical repairs, and by the required possession of a General or 1st Class FCC license. Work is performed under general supervision. Incumbent may be required to perform repairs on equipment after their assigned shift; the site of these repairs may be the community college, satellite locations or the television broadcasting station. General supervision is exercised over student aides or subordinate employees; technical guidance is given to technical repair staff in the department.

TYPICAL WORK ACTIVITIES:

1. Installs, operates, maintains, diagnose malfunctions and repairs the electronics of instructional media, audio-visual, and computer terminal and periphery equipment, and equipment used in the live and delayed broadcasts of television programs; schedules and maintains logs of maintenance and repair of equipment and of television transmissions;
2. Uses a variety of test instruments and tools, including, but not limited to, oscilloscopes, meters and signal generators;
3. Conducts scheduled maintenance checks of all equipment;
4. Develops, edits, records and duplicates computer-generated, recorded or live materials to produce AV/TV programs and promotional announcements for non-commercial use;
5. Schedules the use of a variety of departmental equipment based on requests from instructional and administrative staff;
6. Maintains a supply of parts for repair and maintenance of all equipment, ordering supplies as necessary;
7. Remains current on the technology related to the department's operations, recommends changes and equipment purchases and implements their adoption to improve existing department equipment and operations, and provides specialized technical assistance throughout the overall bidding and purchasing process;
8. Designs, constructs and fabricates special purpose circuits, equipment parts, housings, cabinetry and other special purpose items (using metal, plastic and wood) which may not be commercially available, and assembles various products from kits;
9. Plans the installation of television circuits including routing and switching, and assists in the planning, installation and maintenance of an internal telephone system;
10. Writes programs for digital and analog computers for testing and operating department equipment, and for special projects when assigned;
11. Trains assigned student employees, technical and instructional staff in the use of instructional media, audio-visual and telecommunications equipment;
12. Keeps records, makes reports;
13. May assist in stage lighting, set design and construction;
14. Does related work as required.

CHIEF ENGINEER (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the installation, repair and service of color television and UHF broadcasting equipment, and related closed-circuit transmission equipment; good knowledge of electronic theory; good knowledge of construction, use, maintenance and repair of instructional media and audio-visual equipment, computer terminals and telecommunications equipment; working knowledge of the design and installation of switching systems; ability to learn computer programming; ability to supervise and train others in the operation and maintenance of instructional media, audio-visual and telecommunications equipment; ability to understand and carry out complex oral and written instructions; ability to communicate effectively, both orally and in writing; good hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, AND:

EITHER: (A) Graduation from a regionally accredited or New York State registered college or technical school with an Associate's degree or certificate in electronics, electro-mechanics or a closely related field, AND three (3) years of technical experience in color television and UHF broadcasting systems, involving the use, maintenance and repair of television cameras and related transmission and recording equipment, one (1) year of which shall have been in a lead or supervisory capacity;

OR: (B) Five (5) years of work experience as indicated in (A) above;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Eligibility for the appropriate level New York State Driver's license at the time of application. Possession of license at time of appointment. Possession of a valid General or 1st Class FCC license.

TR5201

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 08/16/78
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