

C - XI

CODE NO. 90411

RADIO AND TELEVISION OCCUPATIONAL GROUP [236]
GROUP I - LICENSED GROUP [236.1]

RADIO AND TELEVISION OPERATOR

Duties and Responsibilities

This is a technical class of positions involved in radio and/or television (TV) broadcasting or cablecasting. There are three Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, performs work of ordinary difficulty in the operations of a cablecast system.

Examples of Typical Tasks

Prepares tapes and monitors cablecasts; schedules tapes and equipment; adjusts computer play list; checks audio and video output levels; making corrections as needed; ensures that programs run on time and meet the technical standards of the cable television industry.

Prepares tests and/or operates cablecasting equipment, including studio and remote equipment such as: cameras, video switches, monitors, teleprompters, audio mixers, microphones, and other equipment.

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RADIO AND TELEVISION OPERATOR (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Cablecasts live or taped programs received via satellite antenna or fiber. Prepares receiving equipment to input signals and makes necessary switches on the routing system. Is responsible for downlink and fiber feed operations.

Is responsible for videotape quality control, videotape playback, monitoring and videotape editing, including: insertion and/or deletion of tape footage; tape dubbing; and creation and application of graphic identifiers indicating the program playing or person speaking.

Transfers tapes to the professional Betacom SP format for use in robotic tape playback machines.

Enters information into video tape database concerning tape recordings and changes to existing tapes; enters tape data on tapes and sleeves; and maintains video tape library.

Assignment Level II

Under supervision, performs moderately difficult work in the operation of a one-way and/or two-way radio or TV communication system or any basic unit of a broadcasting system.

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GROUP I - LICENSED GROUP [236.1]

RADIO AND TELEVISION OPERATOR (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Operates and repairs mechanical and electrical equipment of a broadcasting system including AM, FM, TV broadcast transmitters, radio and TV receivers, TV cameras, video tape recorders, audio and video amplifiers, control and testing equipment; recording, public address, mobile, radio and TV master control equipment; teletype machines and any other mechanical and electrical equipment used in a radio or TV broadcasting system or two-way radio communication system.

Prior to broadcasting, checks and tests all equipment to be used to insure its proper mechanical and electrical functioning.

Places and adjusts microphones for live or recorded programs to obtain proper balance of volume and tone, quality of voice and/or musical instruments.

Participates in rehearsals when necessary.

Monitors all broadcast programs in progress to maintain consistent quality of picture and sound reproduction and program content in accordance with Federal Communications Commission (FCC) rules and regulations.

Makes regular routine inspections of all operating equipment.

Performs preventive maintenance work upon transmitters and other associate equipment as necessary.

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RADIO AND TELEVISION OPERATOR (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Makes minor adjustments as required for the proper transmission and reception and tests equipment and installations before use or reuse.

Makes recordings as required. Edits tape recordings.

Operates turntables and tape and disc recordings.

Keeps inventory of tubes, transistors and spare parts and replaces these items when necessary.

Keeps detailed records of all activities including a transmission and program operations log as required by the FCC.

Operates, as necessary, a motor vehicle in the performance of assigned work.

May assemble, test and operate mobile equipment used in recording or relaying remote broadcasts.

May supervise and assist in the training of personnel engaged in certain phases of operating broadcast equipment.

Assignment Level III

Under general supervision, performs difficult work in the operation of a one-way and/or two-way radio or TV communications system or any basic unit of a broadcasting system.

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RADIO AND TELEVISION OPERATOR (continued)

Assignment Level III (continued)

Examples of Typical Tasks

Operates a master control system, public address system, or any basic unit of a broadcasting or equivalent two-way radio communication system. Coordinates and integrates the simultaneous operation of several such units in accordance with operating and program schedules.

Maintains, tests and makes complex adjustments on any or all equipment used in a radio and/or TV broadcasting system.

Installs new equipment; aligns and/or repairs play-back and recording devices.

Maintains a transmission log as required by the FCC.

Supervises and trains subordinate broadcast technicians and/or non-licensed personnel engaged in certain phases of operating, maintaining and/or repairing broadcast equipment. Prepares and assigns work schedules. Evaluates the performance of personnel.

Operates, as necessary, a motor vehicle in the performance of assigned work.

May supervise a shift of operators in the absence of the supervisor.

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RADIO AND TELEVISION OPERATOR (continued)

Qualification Requirements

Six months of full-time satisfactory experience as a radio operator, broadcast technician, repairperson or mechanic in the field of radio, television or two-way communications or broadcast trainee in a broadcasting station or performing closely related work.

License Requirement

A Motor Vehicle license valid in the State of New York may be required for some assignments. This license must be maintained for the duration of the assignment.

Special Note:

To be assigned to Assignment Level III the candidate must have, in addition to the requirements listed above, three years of satisfactory full-time experience as a broadcast technician (radio and/or television) which may include experience as a broadcast trainee in a broadcasting station.

Direct Lines of Promotion

From: None

To: Supervisor of Radio and
Television Operators
(90436)