



ETV-PROJECT TECHNICIAN

CHARACTERISTICS OF WORK:

This is the entry level within the ETV-Project Technician series. Employees perform professional broadcast engineering work involving the supervision and maintenance of network facilities. Monitors construction activities at network sites. Employees typically work within the Division of Technical Services. The work is performed under the direction of an administrative superior. Employees are required to make technical decisions with limited supervision.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

An Associate Degree from an accredited two-year college in Electronics or a directly related field;

AND

Experience:

Four (4) years of experience in work directly related to the described duties;

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED), directly related education, and directly related experience may be substituted on an equal basis.

Special Work Requirements:

Must be able to work varying shifts all hours of the day and night. May be called to work for extended periods during emergencies or special needs.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

Depth Perception: Three dimensional vision, ability to judge distances and spatial relationships.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color: Ability to identify and distinguish colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Effectively deals with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Electronic Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to effectively and efficiently perform the duties of a project technician.

Understands and properly complies with all federal, state, and local laws and agency regulations regarding broadcast operations. Demonstrates the ability to read and understand essential diagrams, schematics, and technical and operational manuals. Ensures proper operation of all broadcast systems and test equipment by performing routine maintenance and making necessary repairs and updates. Stays current on new technologies relevant to the broadcast industry. Prepares and maintains all necessary logs and records in proper form and within established time frames. Possesses a working knowledge of the assigned equipment used in the assigned work environment. Understands and properly uses agency software and equipment required in order to perform the job. Trains and mentors co-workers. Effectively participates in technical training, continuing education, mentoring from higher-level technicians, and individual professional development. Properly executes all emergency protocols. Maintains grounds, buildings, and equipment at sites in order to provide a clean and safe environment. Properly installs/modifies and tests equipment to ensure proper operation. Assists in the designing and planning upgrades to the network and equipment. Complies with OSHA, NEC, and ANSI safety regulations while working with energized equipment and throughout the workplace.

Stakeholder Interactions: The ability and willingness to appropriately interact and communicate effectively with stakeholders.

Understands and supports the agency mission and goals in all interactions. Keeps management informed of problem issues and works to correct in a timely manner. Demonstrates the ability to interact appropriately with a variety of people in a variety of situations exercising tact, judgment, and discretion. Interacts well with other MPB employees to accomplish goals. Supervises contractors to insure all work is done within the guidelines of MPB and applicable laws.

Workflow Management: The ability and willingness to prioritize and perform work within defined specifications and timelines.

Exhibits the ability to handle multiple issues and projects concurrently and effectively prioritizes tasks in order to meet timelines. Maintains essential parts inventory in order to properly maintain and repair equipment. Documents activities and incidents in proper form and within established time frames. Organizes and utilizes available resources to achieve results within defined specifications and in a timely manner. Performs routine maintenance on a required schedule. Provides 24-7 emergency response.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Installs, maintains, and repairs broadcast equipment.
2. Prepares and maintains necessary logs and records.
3. Monitors the process of construction of network facilities.

4. Maintains inventories.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Determines and procures specific tools and equipment that will be required by agency installation crews.

Performs installation, initial testing, and adjustment of new equipment prior to regular operation and licensing.

Instructs technical services personnel in the routine operation and maintenance of television broadcast and test equipment for proper operation; provides technical advice and on-the-spot assistance for equipment difficulties that cannot be remedied by normal operating and maintenance personnel.

Assists in periodic equipment performance measurements as required by the Federal Communications Commission and Technical Services Division.

Prepares, submits, and interprets various technical and administrative reports and exhibits.

Ensures that contractual work of network facilities are carried out as designed.

Carries out on-site inspection of contractor's work on buildings, towers, and equipment and provides coordination between contractors and/or agency crews.

Assists in the design and planning of new facilities for the network.

Performs relief assignments for section supervisors and/or the Chief Technician, Network as assigned or directed.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

