

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TELECOMMUNICATIONS SPECIALIST III

BASIC FUNCTION:

Under the direction of the Dean of Language and Fine Arts, perform highly specialized and complex work in the maintenance and delivery of distributive media, to include: broadcast equipment and transmission (ITFS, CATV, Wireless); video conferencing technology assistance to faculty and students in television production classes; repair and maintain student and campus audio-visual equipment; design and construct apparatus adapted to the needs of the ITV program. Maintain non-linear digital editing suites for audio and video; setup and maintain video conference technology for multi-point conferencing as scheduled through the 4CNET and ISDN connections; network audio/video to server room for decoding into digital format for streaming instructional materials over the world wide web; assist in digital conversion and storage of instructional materials.

DISTINGUISHING CHARACTERISTICS:

The Telecommunications Specialist III is the lead position in the Telecommunication category. The incumbent will perform highly specialized and complex work in the maintenance and delivery of distributive media (BRDCST, ITFS, CATV, VC Streaming Media, and Digital Transmission). The Telecommunications Specialist II will perform complex specialty work in the College's television and audio studios responding to the needs of the ITV Program. The Telecommunications Specialist I will perform complex and technical duties involved in the maintenance and repair of a wide variety of audio-visual, electronic and related equipment. The Telecommunications/Multimedia Specialist serves the Woodland Community College and performs complex and technical duties involved in the maintenance and repair of audio-visual, electronic multi-media and networking equipment, and provides support to the distance education and library services programs.

REPRESENTATIVE DUTIES:

Perform complex specialty work in the College's television and audio studios and in remote locations including the use of complex testing and diagnostic equipment to evaluate proper alignment, adjustment and lighting; evaluate filming requirements and provide the appropriate equipment including lighting for the setting. (E)

Setup and maintain videoconference room for multi-point conferencing schedule through the 4CNET and ISDN connections. Incorporate videoconference system into ITV classrooms for instructional origination from Woodland and Lake campuses. (E)

Network audio-video to server room for decoding into digital format for streaming instructional materials over the World Wide Web. Assist in digital conversion and storage of instructional materials.(E)

Downlink teleconferencing satellites origination off campus and uplink teleconferencing satellites origination at the college; provide for integrated system digital networking and video conferencing to other campus and remote locations. (E)

Test, adjust, maintain and repair studio and calibration equipment as necessary; maintain and utilize sophisticated test equipment; adjust, align, diagnose or repair cameras and related equipment. (E)

Assist instructors, students and staff in the operation, use and care of equipment, materials and supplies of the studios; provide specialized needs as directed. (E)

Prepare, set up and adjust television cameras and other television equipment for on and off-campus television productions; travel to various locations and supervise productions as assigned. (E)

Order, receive, catalog and store supplies, materials and equipment; maintain inventory and assure adequate quantities are available for timely instructional use; mark equipment and approved identification. (E)

Install and maintain various television and sound equipment in ITV classrooms; install and maintain two-way talk-back system from receiving sites to ITV classrooms; install and maintain equipment at ITFS receiving sites including microwave antenna and down converter installation. (E)

Maintain and upgrade analog and non-linear editing suites for audio and video. (E)

Assure compliance with FCC rules and regulations; maintain and update FCC licenses. (E)

Assure compliance with ITU-T standards and videoconferencing regulations. (E)

Operate a variety of television equipment to produce instructional and promotional videotapes as assigned. (E)

Prepare and issue materials and equipment for student use; maintain records of materials and equipment loaned to students or staff. (E)

Prepare and maintain a variety of records, reports and files as assigned. (E)

Train and provide work direction to student assistants.

Maintain studio in a clean and orderly condition.

Perform related duties as assigned.

KNOWLEDGE OF:

Methods, practices and trends in television engineering

FCC rules and regulations related to audio-visual, radio and television technical standards

Principles, terminology, operation, use, maintenance and repair of a variety of audio-visual and electronic equipment including telecommunications equipment

Methods, materials, tools and equipment used in the maintenance and repair of audio-visual and electronic equipment

Standards of ITU-T (International Telecommunications Union Telecommunications Standards Sector) i.e.; H.320/H.261/V.35 and related standards

Transmission Control Protocol-Internet Protocol (TCP/IP)

Transmission Technologies ISDN, T1, ITFS, microwave, Satellites, fiber optic lines and coaxial-cable systems

Record-keeping techniques

Safety regulations

Oral and written communication skills

Technical aspects of field of specialty

ABILITY TO:

Operate, diagnose, repair, adjust and maintain a variety of audio-visual and electronic equipment related to media services including telecommunication equipment

Plan, lay out, operate and maintain television broadcast facilities

Interpret and apply provisions of applicable laws, codes and regulations

Read and understand schematics of various manufacturers both foreign and domestic
Estimate labor and material costs
Oversee the technical operation of television and audio studios
Provide technical assistance to students during student productions
Operate studio equipment to prepare video and audio tapes
Communicate effectively both orally and in writing
Work independently with little direction
Plan and organize work
Maintain records and prepare reports
Understand and follow oral and written instructions
Work cooperatively with others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: an Associate's Degree in electronics or related field and three years experience in the operation and repair of television equipment, ITFS Broadcast equipment, satellite downlink equipment and video conferencing technology; including training in ITU-T standards or video conferencing engineering.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license

ENVIRONMENT:

Indoor work environment
Driving to conduct work

PHYSICAL ABILITIES:

Hearing and speaking to exchange information
Seeing to view television screens
Dexterity of hands and fingers to operate hand and power tools
Climbing ladders and working from heights
Lifting heavy objects
Reaching overhead, above the shoulders and horizontally
Bending at the waist
Kneeling or crouching
Pushing or pulling carts

HAZARDS:

Working at heights