



Senior MCO & Operations Tech
Position Description and Performance Expectations

Classification: Full-time, Hourly (8 hours daily - Monday to Friday) Non-Exempt
Responsible to: Chief Engineer
Department: Engineering
Position Open Until Filled

The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. The bulleted items represent some, but not all, of the performance measures, which may be used in evaluating performance. Job duties, workweek parameters, and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.

General Description:

This is a full-time position requiring 40 hours per week, Monday through Friday, or as otherwise needed.

Under general supervision of the Chief Engineer, the Senior MCO & Operations Tech will perform routine broadcast tasks in addition to mid management tasks to support the Chief Engineer. This position will be responsible of managing Master Control Operators and will be involved in fulfilling the technical needs of the station.

Essential Functions:

Maintaining high standards of technical service will perform the following duties:

- Responsible for Master Control schedule, reporting, maintenance, and prep
- Responsible for Broadcast chain workflow
- Responsible for studio operations and workflow

Duties & Accountabilities:

- Master Control:
 - Air Programs and Breaks in accordance with the station log and FCC guidelines.
 - Operate station automation system.

- Operate transmitters and record faults and readings on the transmitter log.
- Record and time programs on tape and video server as determined by the recording schedule.
- Report equipment errors and discrepancies to engineering maintenance.
- Schedule shifts for MC operators and broadcast techs
- Responsible for MC outcome
- Broadcast Workflow:
 - Operate station automation system.
 - Troubleshooting station systems.
 - Basic networking knowledge (tcp\ip, netbios).
 - Basic computer maintenance skills, including installing software patches.
 - Assist with closed captioning of programs for air and web when needed.
- Studio Operations
 - Responsible for studio operations and prepping
- Engineering
 - Part of any upgrade or Engineering Plan implementation
 - Schedule maintenance checks
 - Follow up on reports
 - Prepare daily discrepancy logs and weekly technical reports
 - Implement the Technical Plan

Competencies:

- Knowledge of Windows and Mac operating systems.
- Knowledge of Microsoft Office
- Ability to read and follow program logs.
- Ability to interpret technical sheets and diagrams
- Ability to complete assignments in an unsupervised environment.
- Must have transportation available to accommodate flexible schedule.
- Ability to explain technical situations and to follow instructions given over the telephone.
- Knowledge of Visio or AutoCad is a plus
- Ability to lift up to 50 lb

How to Apply: Applications will be accepted and reviewed until the position is filled. Please include:

1. A completed ValleyPBS application form, which can be found at <https://valleypbs.org/employment-opportunities>
2. Resume.
3. Cover letter, including why you feel your experience and qualifications best meet the job requirements.
4. To fulfill our FCC license requirement, recruitment source where you learned about this position.

Direct application materials to:
Andy Vu
Chief Engineer
ValleyPBS
1544 Van Ness Ave.
Fresno, CA 93721
e-mail: avu@valleypbs.org
No phone calls please.