**Job Title:** Maintenance Technician 1 **Reports To:** Director of Engineering

**Department:** Engineering **FLSA Status:** Full Time Exempt

**SUMMARY**

* Candidate will work closely with the Director of Engineering to help satisfy the technical needs of the Broadcast Facility.
* Candidate would agree to study and perfect skills needed to succesfully advance in the field of Broadcast Engineering.

**ESSENTIAL DUTIES** include the following:

* Support Office and Technical Department IT needs, studio equipment preventative maintenance and repair,
* Assists with the scheduling and coordination of contractors at the studio site. This would include Generator maintenance/repair, HVAC, inspections etc.
* Support Studio and Remote production staffs as needed.
* Manage and Maintain Production Studio Assets
* Assist with installation and deployment of new gear.
* Be available for 24/7 emergencies as needed.
* Works on a weekly/monthly list of some 20+ maintenance items.
* Facility/Building maintenance which includes the following:
* Lawn Sprinkler test and maintenance
* Emergency light test and maintenance. Maintain Fire Safety List of duties.
* Minor Plumbing and related repairs
* Minor electrical work
* Removes garbage as needed, helps maintain office area.
* Submit hours worked in accordance to station policies and procedures.
* Perform other duties as they are assigned by the Director of Engineering and Management.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* High school diploma or equivalent

\* Minimum of two (2) years of experience in a Broadcast environment  
 \* Associates Degree or practical equivalent in the field of Broadcast Digital Video  
 \* Knowledge of Adobe non-linear video workflow and storage systems a plus  
 \* General Understanding of High Definition television, including MPEG and other New Media

applications preferred  
 \* Basic understanding of electronic, electrical, computer and mechanical systems desired

\* Installation experience desirable   
 \* Excellent interpersonal & communication skills required   
 \* Self-motivated with strong work ethic and positive attitude a must  
 \* Ability to work non-traditional hours, weekends & holidays

* Must be extremely schedule flexible
* Must be detail orientated
* Must have excellent communication skills

**WORK CONDITIONS**

* Fast paced environment
* Majority of work time will be spent interacting with people

**EQUAL OPPORTUNITY EMPLOYER**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**