



POSITION: Chief Engineer/Information Technology Manager

REPORTS TO: General Manager

JOB CLASSIFICATION: Exempt

Primary Function:

The Station's Chief Engineer/IT Manager is responsible for maintaining all communication systems, ensuring compliance with Federal Communications Commission (FCC), state and local regulations, and for maintaining and repairing equipment as required.

Duties and Responsibilities:

- Maintain:
 - Studio, remote and other signal related equipment
 - Signal chain uptime of 99%
 - Transmitter/translator site(s) in compliance with FCC regulations
- Work closely with the Program Director to ensure that station is technically competitive sonically and in compliance with FCC regulations
- Monitor overall technical operation of the station to insure compliance with FCC, Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA) and any other relevant Federal, State and local codes, regulations. Report all potential regulatory concerns to the General Manager within 24 hours of occurrence
- Create, update and keep equipment maintenance documents, showing all regular maintenance, technical issues, operational issues and remedies
- Coordinate Information Technology (I.T.), and station equipment training for new employees
- Remain current in all applicable technologies

Other Duties:

- Maintain:
 - Studio/automation equipment
 - Transmitter and translator equipment
 - Program logging
 - Audio processing
- Maintain and review Emergency Alert System (EAS) logs in compliance of FCC guidelines

- Maintain office computers, installing updates and monitoring anti-virus programs
- Oversee maintenance of emergency power systems, including generator and UPS
- Administer PBX System and Telephone
- Oversee Administration of Office Server and Email Systems
- Administer Internet Audio Streaming
- Maintain security cameras
- Oversee and maintain KSGN facilities
- Oversee/facilitate maintenance of station vehicle
- Other duties as assigned

Qualifications:

Education:

- Associate's Degree or Technical Training Certificate in Engineering or comparable experience in Broadcast Engineering; five or more years experience and/or training; or equivalent combination of education and experience. A Bachelors' degree would be beneficial

Technical Knowledge/Experience:

- Proven knowledge and ability to perform RF and Transmitters systems.
- Demonstrated ability to work with Wide Orbit Automation, Audio Codecs, ProTools, Adobe Audition, telephone systems
- Ability to assess and repair station operating equipment quickly and efficiently
- Basic Ethernet networking administration skills including switches and routers
- Knowledge of IP-based audio routing, console and automation mixing systems; AES digital audio; IP audio delivery
- Ability to troubleshoot software problems including Audio software, applications and drivers
- Ability to troubleshoot computer hardware
- Familiar with SQL Server, MySQL, Audio over IP, VOIP technology, streaming media encoding
- Ability to lead and supervise engineering contractors and employee(s) toward specific measurable and timely results in a Christ-like manner
- Current knowledge of FCC rules
- Excellent oral, presentation and written communications skills; well-developed organizational skills
- Proven ability to plan and perform complex work in a fast-paced environment where only general policies or procedures are available
- Must have a valid California driver license and proof of automobile insurance, which will meet the minimum thresholds required by KSGN

Minimum Base Requirements:

Physical:

- While performing the duties of this job the employee is regularly required to use hands and finger motion, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, talk and hear
- Visual ability required by this job include the ability to see various components of equipment that are in need of repair or replacement
- May be required to provide repairs or maintenance at any time in a 24 hour period
- Some outdoor work required
- Use of power tools and other machinery
- Ability to lift 40 lbs, climb ladders and move in awkward spaces to accomplish repairs
- Ability to walk, sit and squat on uneven surfaces for short or long periods of time

Decision Making:

- The Chief Engineer is responsible for operating within the defined policies and procedures of KSGN, State and Federal codes and regulations.
Critical and creative decision-making may be an essential component of this position, which requires analysis and assessment during critical and/or emergency situations, which may affect KSGN's ability to continue broadcasting. Circumstance may dictate the need to make individual and immediate decisions, which will be later, reviewed with the General Manager, to effect working protocols and procedures to meet the challenges necessary to continue operations.
- The Chief Engineer may face decision-making which involves some critical thinking and analysis. There may be a need for intuitive, on-the-spot problem resolution. Such decisions that have the potential for impacting KSGN's financial, strategic and/or day-to-day operations must be reviewed with the General Manager for discussion and resolution as the situation dictates.