

## JOB DESCRIPTION

**JOB TITLE:** Part-Time Television Engineer  
**DEPARTMENT:** Engineering  
**STATUS:** Non-Exempt

**GENERAL FUNCTION:** To support the requirements of the Engineering Department related to all technical rooms, vehicles, and systems within the facility which functions 24 hours per day, 7 days a week. Oversee and/or work on special projects as assigned. Must be able to multi-task, have an aptitude for details, and work in cooperation with other departments. This is a part-time role with hours assigned as needed.

### RESPONSIBILITIES:

- Maintains a high standard of quality control and technical excellence.
- Monitors signals and responds to problems immediately, such as:
  - PCN network transmission - assists cable systems and viewers with reception issues.
  - Incoming fiber, satellite, microwave, and internet.
  - Website streaming video channels.
- Equipment Maintenance
  - Performs periodic maintenance as required. This includes software upgrades, equipment cleaning, visual inspections, and various system monitoring methods.
  - Work Requests and Repair Forms – responds in a timely manner and documents work.
  - Updates wiring diagrams as systems change.
- New Equipment and Technologies
  - Researches and tests new technologies - investigates new systems, techniques, and equipment including broadcast and internet.
  - Participates in educational training opportunities to improve understanding of existing and future technologies.
- Emergency Procedures – is prepared to implement and offers suggestions for improving the plan.
- Building Maintenance – performs basic light maintenance as needed.
- Builds and maintains a network of business contacts, including local broadcasters, vendors, and media professionals.
- Flexibility to work over-time and varied schedules. Schedule is subject to change depending on needs of the Department.
- Assigned a PCN cell phone. Must be “on call” during assigned times to solve technical problems as needed.
- Other duties as assigned.

### BACKGROUND/SKILLS:

- Bachelor’s degree in Television Production, Computer Engineering, Electrical Engineering, or equivalent experience.
- Five to ten years related work experience.
- Demonstrated proficiency with computers, wiring, trouble-shooting and repairing equipment.
- Good understanding of signal flow and wiring diagrams.
- Ability to communicate effectively in written and oral form.
- Strong organizational, grammatical, writing and spelling skills.
- Demonstrated technical operation decision-making experience.
- Ability to maintain accurate records and consistently perform in a highly detailed environment.
- Ability to work as a team member within strict time constraints.
- Ability to work flexible hours and adapt to changing priorities.
- Capable of lifting 50 pounds, climbing 15 foot ladders, and carrying equipment up and down stairs.

### To Apply:

- Successful candidate will be subject to a criminal and driving record background check.
- Cover letter and resume can be provided via Indeed or emailed to [info@pcentv.com](mailto:info@pcentv.com) (subject line should include job title).