

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DMRS-10 (Rev. 08-2013) State of Wisconsin Office of State Employment Relations	1. Position No. 037738	2. Cert / Reclass Request No.	3. Agency No. 225
4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Educational Communications Board WHRM-TV/FM 4500 Park Rd Wausau, WI 54401		
6. CLASSIFICATION TITLE OF POSITION Media Telecommunications Technician	8. NAME AND CLASS OF FORMER INCUMBENT Mark Hoenecke, MTT Senior		
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Michael Mueller, MTT		
9. AGENCY WORKING TITLE OF POSITION Maintenance Engineer	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Mark Hoenecke	13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84). Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

This position provides leadership and advanced technical expertise in construction, maintenance, and repair support for a wide range of predominately high power RF-based electronic equipment and systems for the ECB. Performs emergency and routine maintenance and operation of analog and digital Radio and TV transmitter systems as well as State and Federal NWS/All Hazards Radio, TV translator, Emergency Alert/AMBER alert systems and WWSP FM transmitter and studio systems contract work. Position is primarily (continued page 2)

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES (Continue on attached sheets)
55%	<p>A. Performs emergency and routine maintenance on a wide range of radio and tv broadcast equipment as well as National Weather Service equipment including high power transmitters, high voltage power supplies, exciters, RF amplifiers, RF demodulators, video monitors, waveform monitors, remote control systems, and other site equipment.</p> <p>A.1. Tests systems and components of malfunctioning equipment, using various test instruments (continued page 2)</p>

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Instructions on Page 2)

- a. The supervision, direction, and review given to the work of this position is close limited general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor Mark Hoenecke Date 12 May 2014

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

14. POSITION SUMMARY (CONTINUED):

assigned to ECB facilities in North Central WI. Sites include WHRM, WLBL, WHSF, and WHAA. The incumbent is called upon to independently perform construction, installation, and maintenance work at any ECB facility. Major systems include Television, Radio, Broadcast Interconnect, Microwave/fiber optic networks, EAS, AMBER, and NWS. This position assumes the duties and responsibilities of the FCC Chief Operator or Alternate Chief Operator for various broadcast facilities as assigned by the position's supervisor. Position provides equipment maintenance support for additional ECB broadcast facilities located in Park Falls, WPR studio facilities in Wausau, and UW-SP studio and transmitter facilities at Stevens Point. A driver's license valid in WI is required, and occasional use of a personal vehicle may be required. This position operates under limited supervision and requires a variable, non-traditional work schedule including nights and weekends. Occasional standby status may be required.

15. GOALS AND WORKER ACTIVITIES (CONTINUED)

TIME%	GOALS AND WORKER ACTIVITIES
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A1. (continued) including oscilloscope, spectrum analyzer, vector network analyzer, digital volt and ammeters. Disassembles, repairs, and reassembles equipment.

A2. Routinely checks meters to note trends for early diagnosis of developing problems.

A3. Independently plans and performs an intensive preventive and routine maintenance program to assure that all components of the delivery system are in proper operating condition and provide a uniform level of performance. This includes routinely checking equipment to note trends for early diagnosis of impairments. Assists in, or makes, proof of performance measurements and power calibrations as necessary for AM, FM, and digital TV transmitters at all regional facilities.

A4. Observes and is knowledgeable regarding all applicable safety standards, rules, and guidelines recommended or required by: FAA, FCC, OSHA, DWD, Wisconsin State Employees Union, and equipment manufacturers. Work that requires potentially dangerous equipment to be energized for testing and maintenance procedures should only be performed with another qualified person on site.

A5. Supervises outside contractors and vendors in the construction, repair, and maintenance of all equipment and systems, including tower crews.

A6. The incumbent regularly surveys new technology developments in broadcast engineering and program delivery, investigating ways in which new technologies may be applied to the mission of the ECB and its service to Wisconsin residents. Development of proposed equipment modifications, replacements, and operational procedures shall be communicated regularly to the ECB engineering staff at quarterly division meetings.

15. GOALS AND WORKER ACTIVITIES (CONTINUED)

TIME%	GOALS AND WORKER ACTIVITIES
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A6. (continued) Areas of particular emphasis include improvements in RF transmission systems, both radio and television, and extension of control and monitoring systems to agency handheld devices.

30% B. Modification, Monitoring, and Installation of Equipment

B1. Designs, constructs, and installs electronic equipment and other station equipment, e.g. racks, wiring, monitors, etc.

B2. Modifies equipment according to manufacturer's technical bulletins or as otherwise required by operating requirements.

B3. Purchases minor support equipment.

B4. Operates remote controlled equipment in the event of a remote control system failure.

B5. Monitors all delivery system equipment (DTV, BIC, EAS, FM, NWS/All Hazards Radio, DTV translators, radio STL & ICR, TV STL & ICR) to assure:

B5a. Compliance with technical parameters as required by the FCC;

B5b. AS transparent a delivery system as technically feasible.

B6. Insures that all remote control systems are operating correctly and are properly calibrated.

15% C. Miscellaneous

C1. Serves as Chief Operator or Alternate Chief Operator for regional broadcast facilities as assigned by supervisor.

C2. Is in charge of regional broadcast facilities in the absence of supervisor.

C3. Prepares records, reports, and requisitions as required by supervisor.

C4. Assures a high degree of cleanliness at all regional facilities.

C5. Performs other duties as required by supervisor.