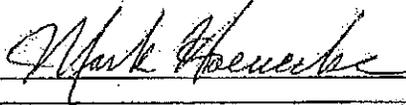


POSITION DESCRIPTION

DER-PERS-10 (Rev. 5-84)
 State of Wisconsin
 Department of Employment Relations
 PD.DOT

IMPORTANT: PLEASE READ ATTACHED INSTRUCTIONS

	1. Position No. 031305	2. Cert/Reclass Request No. Update	3. Agency No. 225
4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS Educational Communications Board		
6. CLASSIFICATION TITLE OF POSITION Media Telecommunications Technician Senior	WLEF-TV/WHBM(FM) W4551 State Road 182, Park Falls, WI 54552		
7. CLASS TITLE OPTION (To be filled out by Personnel Office)	8. NAME AND CLASS OF FORMER INCUMBENT Glenn Guy, Media Supervisor Advanced		
9. AGENCY WORKING TITLE OF POSITION Senior Maintenance Engineer	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES Peter McLean		
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Mark Hoenecke, Media Supervisor Advanced	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?		
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84)		YES	NO
		<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOAL OF THIS POSITION: This position provides construction, maintenance, and repair support for a wide range of predominately high power RF electronic equipment and systems for the ECB, including Digital TV, FM, IBOC Digital Radio, Broadcast Interconnect, EAS, State/Federal All Hazards Radio, AMBER, TV translators, and point-to-point microwave systems. The position operates independently under general supervision. Frequent use of a personal vehicle is required. A valid Wisconsin Driver's License is required. This position is primarily assigned to ECB facilities in North Central WI at WLEF-TV, and WHBM (FM), (sec. 14 continues on p. 2)			
15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please use sample format and instructions on attached sheet.) - 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)		
45%	A. Independently plan and perform routine and preventive maintenance on all equipment and systems. Perform emergency repairs on all equipment and systems. A1. Test components of malfunctioning transmission and delivery systems to diagnose impairments using test equipment such as: oscilloscopes, spectrum analyzers, time domain reflectometers, etc. A2. Disassembles and repairs equipment. Some equipment will have potentially lethal voltages and dangerous moving machinery and should only be performed with another person on site. (sec. 15 continues on p. 2)		
16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See Attached Instructions)			
a. The supervision, direction, and review given to the work of this position is <input type="checkbox"/> close <input type="checkbox"/> limited <input checked="" type="checkbox"/> 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 		Date <u>26 January 2015</u>	
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 Personnel Manager _____		Date _____	

Classification: Media Telecommunications Technician Senior
 Employee:
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14. POSITION SUMMARY (CONTINUED):
 but may be called upon to work at other ECB facilities statewide. Performs corrective and preventive maintenance to maintain compliance with FAA & FCC regulations, NOAA specifications, and ECB Engineering Standards. This position assumes the duties and responsibilities of the FCC designated Chief Operator for various stations in the region. Provides equipment maintenance support for other ECB broadcast stations as requested. This position requires a variable, non-traditional work schedule including nights and weekends. Incumbent may be required to provide standby service in accordance with Wisconsin Office of State Employment Relations rules.

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (CONTINUED)

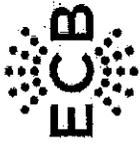
TIME %	GOALS AND WORKER ACTIVITIES
--------	-----------------------------

- | | |
|-----|---|
| 15% | <p>A3. 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.</p> <p>A4. Observes and has knowledge of 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 that potentially dangerous equipment be energized for testing and maintenance procedures should only be performed with another qualified person on site.</p> <p>A5. Supervise outside contractors and vendors in the construction, repair and maintenance of all equipment and systems, including towers.</p> |
| 15% | <p>B. Monitor and operate delivery system equipment.</p> <p>B1. Monitors all delivery system equipment (Digital TV, FM, IBOC Digital Radio, Broadcast Interconnect, EAS, State and Federal All Hazards Radio, translators, radio STL & ICR, TV STL & ICR) to assure:</p> <ul style="list-style-type: none"> B1a. Compliance with technical parameters as required by the FCC. B1b. As transparent a delivery system as technically feasible. <p>B2. Insures that all remote control systems are operating correctly and are properly calibrated.</p> <p>B3. Operates remote controlled equipment in the event of a remote control system failure.</p> <p>B4. Accepts the responsibility and performs the duties of the Chief Operator as assigned by supervisor and/or ECB administration.</p> |
| 15% | <p>C. Installation and Modification of equipment.</p> <p>C1. Designs, constructs, modifies, and installs delivery system and ancillary equipment.</p> <p>C2. Purchases and plans for purchases of delivery system equipment.</p> <p>C3. Supervises outside contractors and vendors in the installation and modification of all equipment and systems.</p> |

Classification: Media Telecommunications Technician Senior
Employee:
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15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (CONTINUED)	
TIME %	GOALS AND WORKER ACTIVITIES

- | | |
|-----|------------------|
| 25% | D. Miscellaneous |
|-----|------------------|
- D1. Assures high degree of site cleanliness.
 - D2. Prepares records and reports.
 - D3. Performs other duties and activities as required.
 - D4. Acts as EAS North Central Area Regional Broadcast Chair



Educational Communications Board
Media for Wisconsin Schools

Education Services
Wisconsin Public Radio
Wisconsin Public Television
Gene Purcell, Executive Director

ORGANIZATIONAL CHART—ECB STAFF

