POSITION GUIDE
Job Location:
WMHT
4 Global View
Troy NY 12180

POSITION:
Title: Assistant Chief Engineer
Department: Engineering
Type: Exempt
Reports To: Director of Technology

Broad Function:
WMHT Educational Telecommunications is seeking a fulltime Assistant Chief Engineer to participate in the installation, maintenance and repair of TV/radio studio, transmitting, and ancillary equipment, in order to maintain superior service in all coverage areas and on all platforms, while complying with FCC technical requirements. The ideal candidate will be a highly motivated, resourceful, self-starter, with strong time management and critical thinking skills.

Reporting to the Director of Technology, this position will allocate time between technical engineering, production engineering and broadcast IT support functions. This position will manage the day to day duties of the broadcast engineering department and the facility IT department with limited oversight of Building and Grounds. This position will be the engineering primary point of contact in the absence of the Director of Technology.

Essential Job Duties:
Maintain and repair technical equipment and computer-based systems associated with the operation of WMHT-TV/FM and WRHV-FM, WEXT-FM and associated translator facilities to broadcast engineering standards.

- Ability to understand the operation of the WMHT broadcast air-chain and make emergency repairs to maintain on air continuity.
- This position requires an 24/7 “on-call” status when emergencies or breakdown of critical equipment occurs to the operation
- Experience and knowledge to allow designation of “chief operator”
- Ability to read and understand engineering drawings to effectively install coax, wiring, and cabling in addition to physical equipment, and utilize such drawings to troubleshoot problems during and after installation.
- Troubleshoot and repair electronic and mechanical equipment that is required for the operation of our facilities.
- Understand the signal flow of analog and digital video, audio, and RF signals through our complex production and broadcast systems in order to assist operations and production staff.
- Work with the engineering staff to ensure proper equipment operation and provide optimum quality, while adhering to all FCC and FAA rules and regulations.
- Able to identify and prioritize the repair and replacement of equipment.
- Work closely with the other departments in the maintenance and operation of their associated equipment.
- Have in-depth knowledge of computer networking, cabling, software installation, and repairs.
- Must be able to work alone and unsupervised when necessary.
• Assist our outsourced IT management company in the daily end-user issues that arise.
• Must have a service-orientated attitude towards staff and co-workers.
• Install and maintain update of various software and hardware packages in computer-based equipment.
• Help maintain the security and maintenance of facilities and systems as assigned by the Director of Technology.
• Other duties as assigned.

EDUCATION:
• Associate degree in electronics technology or related field, or 5 years equivalent experience in operations and maintenance of a broadcast facility with 3 years of management experience.
• FCC General Radio Telephone License and/or equivalent SBE Certification preferred.

EXPERIENCE:
• Minimum of 7 years technical experience working at a broadcast station, digital media outlet or related field.
• 5 years managing daily activities of maintenance personnel.

SKILLS:
• Working knowledge of broadcast and production chain and the ability to read signal flow diagrams and schematics.
• Strong electronics troubleshooting and audio background.

ADDITIONAL PREFERRED SKILLS:
• Knowledge of FCC rules and regulations, telecommunication laws related to broadcast station operation and compliance.
• IT skills including workstation and server troubleshooting and repair and local area networking.
• Multimedia skills, including experience in technical setup for webcasting and video conferencing.
• Experience working with antenna systems, broadcast transmitters, STL, audio over IP console and routing systems, voice over IP telephone systems, audio processing and remote control systems.

PHYSICAL ACTIVITIES AND REQUIREMENTS:
• Repetitive Motions: Frequently and regularly using the wrists, hands and fingers.
• Physical: Ability to travel. Must have the ability to lift 50lbs., climb ladders and use common power tools.

To apply, please email a cover letter and resume to vbelden@wmht.org or mail to:

Valerie Belden
WMHT
4 Global View
Troy, NY 12180

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or
military status, political belief, pregnancy, genetic information or any other characteristic protected by law.