

**Educational Communications Board  
MEDIA SUPERVISOR-Advanced  
Southern Field Regional Technical Manager**

**Position Summary**

Under general supervision of the Director of Field Engineering, this is a complex technical supervisory position responsible for the installation, operation, and maintenance of a wide range of predominately high power Radio Frequency electronic equipment and systems for the ECB including TV, Broadcast Interconnect, EAS, AMBER, FM, State/Federal All Hazards Radio, satellite downlink systems, and Wisconsin Public Radio facilities in Southern Wisconsin. This position is responsible for all regional system and facility installation and maintenance activities in accordance with FCC rules and regulations and adhering to all contractual obligations while upholding the highest of safety and reliability standards. Regular standby or on-call status is required.

**Goals and Worker Activities**

**40% A. Supervision and Maintenance Responsibilities**

- A1. Represent and support Wisconsin Public Broadcasting with civil, professional and positive actions and demeanor.
- A2. Supervise and maintain the Southern Technical Region in support of TV, FM, NWR, satellite, and all related technical services.
- A3. Supervise, schedule and review the work of regional technicians in all areas of responsibility.
- A4. Develop maintenance schedules and procedures needed to comply with FCC rules and regulations and ECB policy.
- A5. Suggest training programs and supervise training of subordinate engineers.
- A6. Implement agency EEO/AA policy goals and objectives. Assure a workplace free of Harassment and discrimination.
- A7. Maintain a high level of organization and cleanliness at all regional facilities.
- A8. Observe all industry standards and ECB health and safety procedures and guidelines.
- A9. Carry out or assign the duties of FCC Chief Operator for regional transmission systems.
- A10. Responsible for after-hours coverage of all regional technical systems by responding to after hour situations as needed or assigning standby or on call shifts to regional technicians as approved by ECB leadership, cooperate with leadership and other RTM's in developing contingency plans for routine and emergency maintenance in all technical regions of Wisconsin.
- A11. Supervise and direct the work of outside contractors.

A12. Maintain regional technical documentation and all logs and record keeping per FCC rules and guidelines and ECB rules and policies.

**25% B. Project Management**

B1. Plan, construct and manage facilities and systems under construction or modification as assigned.

B2. Coordinate, co-manage, and share staff and other resources on division-wide projects as directed by ECB Leadership.

**25% C. Coordination, Planning, Research, and Design**

C1. Assist in determining regional equipment replacement priorities, costs, and schedules.

C2. Assist in development of the operating and capital budgets as they relate to Regional requirements.

C3. Provide technical recommendations for improvement of regional broadcast systems and channels.

C4. Plan for contract maintenance on building physical systems such as HVAC, plumbing, and electrical; site specific telecommunications wiring systems; telephones and computer networking equipment; cable television wiring.

C5. Perform or contract for emergency repairs for buildings, grounds, and systems.

**10% D. Other duties and activities as required and assigned.**

**Knowledge, Skills and Abilities**

Extensive knowledge of:

1. The installation, operation and maintenance of state-of-the art broadcast equipment.
2. FCC and FAA rules and regulations as applicable to broadcast television, radio, and tower systems.
3. Effective oral and written communications skills and a strong sense of customer service.
4. Tower structural and tower worker safety standards.
5. Safety and security best practices as applied to broadcast facilities.
6. Prioritizing competing tasks and objectives.
7. High power Radio Frequency (RF) systems.
8. Analog and digital electronic systems.
9. IT and Networking systems.

Knowledge of, and ability to apply:

10. Current analog and digital broadcast standards, including ATSC and AM/FM IBOC technology.
11. Current digital telecommunications technology, including analog to digital converters, IP routing, codecs, and use of pc-based systems to connect with and control remote equipment and systems through programs such as Remote Desktop or VPN.
12. To supervise and lead the work of subordinate engineers while maintaining a team environment.
13. To work from and interpret diagrams, and electrical prints.
14. NEC and NFPA rules and regulations.
15. Encompassing complex personal computer applications including databases, spreadsheets, word processing, presentation and e-mail.
16. STAR/PeopleSoft.
17. Work on multiple tasks simultaneously and independently.
18. Maintain effective working relationships with other professionals internal and external to the organization.
19. Perform complicated tasks under time pressure.
20. Extreme attention to detail.

**Special Requirements**

This position requires a variable, non-traditional work schedule including some nights and weekends. This position also requires frequent in-state travel. The selected applicant must possess or be able to obtain a valid Wisconsin Driver's license or provide one's own transportation accommodations.