



Educational Communications Board

3319 West Beltline Highway • Madison, WI 53713-4296 • 608.264.9600 • ECB.org

Position Summary

Under general supervisor of the Engineering Division Administrator, this position provides administration and supervision of all ECB Regional Technical Managers (RTM) and their subordinate staffs, and acts as the Agency's primary safety and security coordinator. This position also manages field projects and acts as ECB's primary contact with the Department of Facilities Development (DFD). The incumbent participates in planning and design for current and new technologies and budgeting.

Goals and Worker Activities

45% A. Management and Administration

A1. Represent Wisconsin Public Broadcasting with civil, professional and positive actions and demeanor.

A2. Act as Field Projects Manager, managing and executing technical construction and maintenance projects, including planning, budgeting, bidding, purchasing, construction, testing, acceptance, and operation of installed systems.

A3. Act as primary agency contact with Department of Facilities Development.

A4. Recommend new positions and reallocation of existing positions within the Engineering Division/Field, to include, but not limited to: hiring, training, promotion, and assuring a workplace free of sexual harassment and discrimination.

A5. Implement agency EEO/AA policy goals and objectives.

A6. Serve as Agency Safety and Security Coordinator.

A7. Act as Agency Safety coordinator and as chair of the division's safety committee.

A8. Provide policy guidance and execution with respect to all pertinent safety/security issues, including:

- National Electric Code (NEC) and National Fire Protection Association (NFPA) regulations
- Tower structural and tower worker safety standards
- Workplace safety and security
- Tower, transmission facility, and workplace security

A9. Recommend, plan, and execute staff safety and security training.

A10. Provide or acquire technical consulting services for the Agency and its partners as requested and necessary.



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A11. Act as Agency's primary point of contact with the National Weather Service (NWS) regarding the operation and maintenance of the statewide weather radio transmitter system

35% B. Supervision/Maintenance

B1. Supervise RTMs and their associated maintenance staff in support of division equipment and systems.

B2. Work actively and cooperatively with Director of Technology, Regulation & Compliance, and the Technical Service Manager in providing field support for problem resolution related to IP distribution systems and related interconnection programming and signaling impairments across the state

B3. Supervise preventive maintenance in all areas of responsibility and develops and oversees required maintenance schedules and procedures.

B4. Develop training programs and supervises training of subordinate engineers.

B5. Work with Division Administrator in developing future maintenance procedures and policies required to comply with FCC requirements, ECB rules and policies, and good engineering practice.

15% C. Coordination, Planning, Research, and Design

C1. Function as a member of the engineering leadership team.

C2. Develop long and short range plans for integration and implementation of desired technologies and signal improvements.

C3. Work actively and in cooperation with the Division Administrator, Director of Broadcast Information Technology, and Deputy Division Administrator in developing budgets and implementation plans for upgrading current technical facilities as required by changing technologies and standards.

C4. Determine equipment replacement priorities, costs, and sources of funding.

C5. Assist in development of the Engineering Division operating and capital budgets.

C6. Develop and implement network testing and quality control procedures and the evaluate results.

C7. Provide technical recommendations for expansion or improvement of all broadcast channels.

C8. Test and recommend new technology and electronics for RF interconnects.



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C9. Design, construct, and install new specialized equipment for broadcast.

5% D. Other duties and activities as required and assigned.

Knowledge, Skills and Abilities

1. Project management skills, especially projects related to tower construction/modification and high power Radio Frequency (RF) systems.
2. Advanced leadership, supervision, and management skills and abilities.
3. Knowledge of technologies related to broadcasting, including those related to distribution, transmission and remote control of television and radio distribution networks.
4. Knowledge of safety and security best practices as applied to broadcast facilities.
5. Ability to apply NEC and NFPA rules and regulations.
6. Knowledge of tower structural and tower worker safety standards.
7. Budgeting, planning, and purchasing processes and procedures skill.
8. Ability to provide effective, clear, and accurate written and verbal communications.
9. Ability to provide clear, concise, and effective technical training.
10. Ability to maintain effective working relationships with other professionals internal and external to the organization.
11. Ability to work from and interpret diagrams, and electrical prints.
12. Knowledge encompassing complex personal computer applications including databases, spreadsheets, word processing, presentation, and e-mail.
13. Knowledge of STAR/PeopleSoft.
14. Ability to work on multiple tasks simultaneously and independently.
15. Strong ability to lead in a team environment.
16. Ability to perform complicated tasks under time pressure.
17. Extreme attention to detail.

Special Requirements

- This position requires a variable, non-traditional work schedule including some nights and weekends.
- This position requires some after-hours on-call and/or stand-by coverage
- This position requires frequent in-state travel.
- A valid Wisconsin driver's license, or the ability to obtain one's own timely transportation throughout the work day, is required.
- This position may require reimbursed use of a personal owned vehicle for travel.