

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	PART-TIME VIDEO TECHNICIAN
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical and creative work involving video and computer hardware, peripherals, and related components along with producing video content for the County's Government Access Channel. Duties and responsibilities include operating various computer systems, producing video content, and performing other duties as assigned. Reports to Communications Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists personnel in effective use of current and future use of communication related equipment.

Conducts production of County programming utilizing digital video technology and equipment.

Assists with all areas of video technology utilized within the county to include video surveillance, Video conferencing, and QOS for video data.

Maintains programming logs as required by the Federal Communications Commission.

Controls audio equipment in order to regulate the volume and sound quality during television broadcasts; monitors strength, clarity, and reliability of incoming and outgoing signals; adjusts equipment as necessary to maintain quality broadcasts; regulates the fidelity, brightness, and contrast of video transmissions, using video console control panels.

Observes, monitors, and converses with station personnel to determine audio and video levels and to ascertain that programs are airing; previews scheduled programs to ensure that signals are functioning, and programs are ready for transmission.

Selects sources from which programming will be received, or through which programming will be transmitted.

Records sound onto electronic media for television; checks quality and adjusts where necessary.

Operates various video, lighting, and computer systems, peripheral equipment, and related tools such as personal computers, monitors, diagnostic instruments, and hand tools; enters commands into computer system to start computer operations, correct errors, operate peripheral equipment, and perform related functions; enters, retrieves, reviews or modifies data in computer programs or operating systems.

Installs and sets up video, lighting, and digital video computer equipment for various video productions.

Monitors working conditions of equipment and communicates information concerning operational and/or mechanical problems.

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Assists with the resolve/repair of problems involving video and computer hardware, software, peripherals; tests equipment and identifies data errors, line failures, and equipment malfunctions; initiates appropriate action to correct errors, recover data, and obtain maintenance.

Monitors inventory of video and computer equipment, parts, tools and supplies

Logs/documents work activities, computer operations, system modifications, maintenance activities, installations, and other activities, documents status of repairs.

Prepares or completes various forms, reports, correspondence, lists, system records, inventory records, or other documents.

Receives various forms, reports, correspondence, work orders, system backup logs, network system reports, diagnostic reports of system devices, electronic circuit diagrams, layouts/drawings, technical support documentation, specifications, manuals, reference materials, product guides, directories, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Makes site visits to various County departments/locations to implement video productions.

Communicates with supervisor, employees, other departments, system users, vendors, service representatives, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains an awareness of new technologies, programs, equipment, trends, and advances in the profession; reads professional manuals and publications to increase knowledge of video and computer operations; reviews technical manuals, documentation, and publications; attends workshops, conferences, and training sessions as appropriate.

Work hours as scheduled.

Perform duties at assigned workstation that is determined by your supervisor.

Operates a county vehicle.

Operates heavy equipment or machinery.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct site visits or other work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Some Vocational/Technical training emphasis in Video Production, Information Systems, Computer Operations, Networking Systems, or a related field or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Special assignments may require a background check and fingerprinting.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

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Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, machinery, bright/dim light, or electric currents.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Filming, Carrying equipment

Surface: All surfaces

Estimated Total Hours: 2 **Maximum Continuous Time:** 2

2. SITTING

Tasks: editing video, managing the channel, BES work

Estimated Total Hours: 5.5 **Maximum Continuous Time:** 3

3. LIFTING/CARRYING

Objects: cases of equipment, tripod, cameras

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs				X	
76-100 lbs				X	
>100 lbs				X	

4. PUSHING/PULLING

Objects: Wheeled cases
Height of hands above floor during push: 3 feet

5. CLIMBING

Tasks: None
Height: N/A
Frequency: N/A

6. BENDING/SQUATTING/KNEELING

Tasks: cornering cables
Frequency: weekly

7. REACHING

Tasks: installing
Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Up/out	Rarely	Short	<10lbs
21-36"				

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	80 % of time
Outside	20 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Cameras, computers, cables

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Very often
Grasp	X		Often
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Often

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date