



**DEPARTMENT:** Human Resource/Communications

**NATURE OF WORK:**

Performs complex administrative and professional work directing the technical operations of the Community Video Center and personally performs related technical and engineering duties.

Duties include taping and broadcast of regular School Board, City of Williamsburg, and James City County meetings, assisting volunteers in video projects, providing technical assistance on the County's video programs, and assisting cable provider in coordinating equipment for joint Community Video Center. Work is performed under the general supervision of the Communications and Neighborhood Connections Administrator.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Installs, maintains and repairs studio equipment as needed. Includes operation and maintenance of joint Community Cable Channels broadcast equipment.

Performs routine maintenance and repairs to all video production, television production, and related equipment; arranges and schedules major equipment repairs with manufacturers and/or local vendors; maintains all related audio/video equipment for the County and City, both in control room and meeting room; develops maintenance schedules for equipment as required.

Engineers, designs, constructs, and coordinates any changes, additions, new construction, or any engineering requirements of the Community Video Center, including studio, control room, headend, City Council Chambers, Board Room control room, remote sites, and any cabling operation or equipment operation required.

Operates all related cablecast equipment, including switcher, for "live" or recorded programs. Controls video console to regulate transmission of production; monitors action to control framing, contrast, brilliance, color balance, and fidelity of image being transmitted; monitors cablecast to ensure technical quality.

Provides technical assistance to Communications/Video Coordinator as required including visiting remote location shoots for site checks to determine equipment needs, placement and configuration.

Assists the Communications/Video Coordinator in providing technical training to volunteers and department representatives in the proper techniques for videotape production.

Monitors Community Cable Channels and maintains contact with cable provider and the City of Williamsburg to ensure optimum broadcasts in all viewing areas.

Determines needs, researches and recommends equipment purchases, writes specifications. Contracts with vendors for engineering and technical services such as equipment repair and installation for James City County and Williamsburg.

Helps schedule use of Community Video Center and equipment. On-call for technical problems in studio and on-location.

Develops budget for the Community Video Center to be shared jointly by the County, City, and cable provider.

Supports production, department editing with cuts-only and A/B roll editors as required. Provides technical knowledge and assists with artistic content performing special effects, such as chroma key, digital video effects boxes, graphics, etc.; duplicates tapes, transfers music as needed; reviews and catalogues video footage.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related tasks as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed at the Community Video Center, the City of Williamsburg control room, and James City County Board Room. Operates video Camera. Requires lifting \_\_\_\_\_.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the operation and maintenance of a variety of television, studio and remote equipment.

Thorough knowledge of producing and editing video shows.

Knowledge of Federal Communications Commission requirements for cable casting.

Thorough knowledge and understanding of the use of broadcast television, cable television, and related technical television test equipment such as spectrum analyzer, vectorscope, waveform monitor, oscilloscope, VOM, fieldstrength production switchers, routers, A/B roll and cuts only editors, character generators, computer controller equipment, computer graphics generators, signal generators, RF modulators, microwave equipment, satellite uplinks and downlinks, etc.

Ability to establish and maintain effective working relationships with volunteers, County personnel, and the public.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, with additional training in television electronics or comparable work experience. Some college-level course work in broadcast production desirable; considerable experience as a technician in the field of television broadcasting or associated video production, or any equivalent combination etc

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Virginia driver's license.

Ability to work flexible hours.

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Video Engineer Position Number 515  
Department Human Resources Division Communications

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others clients and board
- Not essential to job function

## 2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Use telephone     | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard   | <input type="checkbox"/> Use postage machine                               |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools                         |
| <input checked="" type="checkbox"/> Use a calculator  | <input type="checkbox"/> Use power tools                                   |
| <input type="checkbox"/> Use a copy machine           | <input type="checkbox"/> Other: _____                                      |
| <input type="checkbox"/> Use a fax machine            | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Needed for wiring and troubleshooting audio and video equipment

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**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>					✓			✓	
<b>Push/Pull</b>				✓			✓		
<b>Hold/Carry</b>					✓			✓	

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u>  | <u>Stairways</u>                                       | <u>Steps</u>  |
|---|--|---|
| <input type="checkbox"/> Step stool                               | <input checked="" type="checkbox"/> 1 flight           | <input type="checkbox"/> 1-2                            |
| <input type="checkbox"/> 8' to 10' step ladder                    | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                            |
| <input type="checkbox"/> Extension ladder                         | <input type="checkbox"/> 3 or more flights             | <input checked="" type="checkbox"/> 3-4                 |
| <input checked="" type="checkbox"/> Other <u>bulb replacement</u> | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Not essential to job function. |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function  |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>		✓					✓		
<b>Sit</b>			✓					✓	
<b>Walk</b>		✓						✓	
<b>Run</b>	✓						✓		

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x
- Other \_\_\_\_\_             Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x
- Other \_\_\_\_\_             Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			