

Public Broadcasting Corporation of Jamaica

**JOB DESCRIPTION**

This Job Description is subject to review and changes according to the exigencies of the service and will therefore require updating from time to time. Staff are expected to perform such reasonable activities as instructed by their managers and supervisors at all times, irrespective of the inclusion, or not, of an express clause in this job description. Job descriptions are intended to be used as a guide and should therefore be seen as an instrument to enhance service delivery.

Job title:	<b>Assistant Technical Operations Manager</b>
Job grade:	SOG/ST8
Responds to:	Technical Operations Manager; Indirect supervision by CEO
Liaises with:	Production/Programme Managers; Information Technology Officer; Accountant; Facilities Supervisor

**JOB PURPOSE**

Under the supervision of the Technical Operations Manager, the Assistant Operations Manager will assess television production, technical and engineering transmission needs, organize and schedule the necessary equipment and facilities.

**KEY OUTPUTS**

- Timely and professional service of equipment;
- All electronic/electrical equipment in excellent working condition;
- Video-cameras, tape-decks, multi-media, close circuit and public address systems operational;
- Editing suites operational;
- Radio and television studios operational;
- Evidence of creativity.

**PERFORMANCE INDICATORS (how success will be measured)**

- Quality of engineering/technical support;
- Timeliness of repairs and maintenance;

- Maintenance of seamless transmission;
- Consistency in level of customer satisfaction.
- Quality of programmes
- Timeliness of productions
- Improved output

<b>MAIN DUTIES AND RESPONSIBILITIES (job activities)</b>
----------------------------------------------------------

- Design, implement, and maintain broadcast infrastructure, including transmitters, receivers, antennas, satellite dishes, audio/video routers, signal processing equipment, and monitoring systems.
- Plan and execute equipment upgrades, system expansions, and technology migrations to support evolving business needs and industry standards.
- Monitor broadcast signals and perform regular checks to ensure optimal performance, signal integrity, and compliance with regulatory requirements.
- Troubleshoot technical issues related to broadcast transmission, audio/video quality, RF interference, and equipment malfunctions, and implement solutions in a timely manner.
- Planning and Design of OTA Transmission system carrying multiple programs running on the UHF band in keeping with DSO parameters
- Installing of IP VLAN on the NWA /Cable network for OB return signals to PBCJ.
- Ensure consistent cable connections Island wide by coordinating with NWA, JACOO, Island Net and other partners to connect multiple channels as required.
- Liaises with 3rd Party Broadcasters to ensure consistent signal distribution/delivery.
- Collaborate with cross-functional teams, including production, programmes, IT, and facilities, to support live broadcasts, recordings, and special events, ensuring seamless operation and high-quality output.
- Develop and maintain documentation, procedures, and best practices for broadcast operations, equipment configurations, and troubleshooting processes.
- Stay abreast of industry trends and emerging technologies in broadcast engineering, and evaluate new technologies for potential adoption to improve workflows, enhance efficiency, and optimize performance.
- Provide training and support to junior engineers and technicians, fostering a culture of continuous learning and professional development within the team.
- Timely submission of monthly reports

- Design, deploy, and maintain IP-based networking solutions including point to point and point to multi-point systems.
- Configure and optimize network protocols and technologies, including TCP/IP, BGP, OSPF, VLANs, VPNs, and MPLS
- Sets up and supervises the technical set-up for the broadcast quality studio, remote, live or recorded television productions;
- Oversees Post Production facilities;
- Assists in the coordination and scheduling of Technical and Engineering staff, equipment and facilities;
- Responsible for the operation, maintenance and availability of all post production and transmissions equipment;
- Responsible for the operation and maintenance of Digital Broadcast file servers and affiliated Digital Systems;
- Minimizes loss of service at times of equipment failure by rapidly identifying and implementing alternative methods of service provision;
- Interprets and implements instructions and requests from producers, directors and other senior staff;
- Assists in the creation of Budgets and Medium Term Plans;
- Assists in researching and developing digital workflow plan
- Creates equipment lists; rack elevations; detailed audio; video and control diagrams; jack field and custom I/O panel layout;
- Advised on preferred file formats and related Meta data storage techniques;
- Performs electronic set-up adjustments such as camera registration, alignment; makes technical adjustments such as video and audio levels, colour cameras, time base correctors video switches and audio mixers.
- Provides input on the planning and design of facilities;
- Performs related duties as assigned.

JOB DIMENSIONS (authority, scope and impact of job)
-----------------------------------------------------

- Responsible for safe and effective operation of the Corporation's equipment;
- Timely and professional service of equipment;
- All electronic/electrical equipment in excellent working order;
- Video-cameras, tape-decks, multi-media, close circuit and public address systems operational.

REQUIRED COMPETENCIES (knowledge, skill and experience)

- A Degree/equivalent in Systems/Network Engineering, Television and Radio Transmission IT Engineering or related studies in Broadcasting;
- At least three (3) years' working experience in electronic repairs and maintenance in a broadcasting environment;
- Understanding and working knowledge of media production and equipment to include a variety of television production, post-production and master control equipment, including digital television equipment; editing procedures and equipment;
- Understanding and working knowledge of safety practices related to the operation of technical equipment in the studio and the field;
- Ability to set up and operate television production and post production equipment;
- Ability and flexibility to work long or unusual hours when required;
- Sound knowledge of Master Control Operations and processes;
- Knowledge in Network Engineering;
- Knowledge of server based recordings and play out systems;
- Good written and communications skills;
- Ability to work independently with minimum supervision and ability to work in a team;
- Ability to work with industry standard hardware, operating and application software and internet protocols;
- Skills in internal customer relationship management and business development; ability to design and write user specifications and operating procedures.

VALIDATION

This job description was prepared by \_\_\_\_\_(name) on\_\_\_\_\_ (date)

This job description validated as an accurate and true description of the job when the CEO signs below.

I have validated this job description \_\_\_\_\_(signed, CEO) on\_\_\_\_\_ (date)