

**SOUTH TEXAS PUBLIC BROADCASTING SYSTEM
KEDT TV/FM**

JOB DESCRIPTION

Name: _____

Position/Title: Engineering Assistant

Reports To: Director of Operations and Engineering

Hours: 40+ Hours per week or as needed

Status: Full Time

This job description describes current duties and responsibilities for which the employee will be held accountable and upon which he or she will be evaluated. The bulleted and enumerated items represent some, but not all of the performance measures which may be used in evaluating performance. Job duties and responsibilities below may change from time to time, at the sole discretion of the company, as other needs may arise.

Responsibilities:

1. Establish and maintain an informal record of all maintenance on all machines, especially those with expensive replaceable parts.
2. Establish and execute a written regular preventive maintenance program.
3. Assist in all aspects of operations, including supervision of master control operations.
4. Assist in documentation of all wiring, including schematics and drawings.
5. Carry a company issued cell phone and respond as quickly as practical to all emergencies.
6. Assist in maintaining a safe workplace, and use safe procedures at all times.
7. Aid in training all personnel in the proper and safe use of all equipment.
8. Assist in compliance with all federal guidelines, including FCC and OSHA.
9. Maintain a work order book for engineering service requests and execute work orders in a timely fashion.

10. Maintain a good working relationship with other department heads.
11. Take an interest in the computer service needs at the stations.
12. Maintenance and repair of all TV and radio broadcast equipment, buildings, grounds, transmitters, satellite dishes, tape machines, computers and networks.
13. Assist the DOE in supervising and executing all station operations.
14. Develop and execute a preventive maintenance program and maintain records of all repairs, and maintenance performed.
15. Other duties as may be assigned.

Position Qualifications:

1. High School Diploma or GED equivalent.
2. Minimum 1 year electrical repair experience.
3. Electrical Technology and Computer knowledge.
4. Physical Labor.
5. Valid Texas driver's license.
6. Reliable transportation.

To apply please submit KEDT Employment Application located on the KEDT website:
www.kedt.org

Applications can be submitted:

- In person at the KEDT Studio
- Via email at: humanresources@kedt.org
- Regular mail at:

HR Department

South Texas Public Broadcasting, Inc.

Attention: Jesenia McQueen

3205 South Staples Street

Corpus Christi, TX 78411

South Texas Public Broadcasting System is a 501c3 nonprofit organization in Corpus Christi, Texas that operates PBS station KEDT-TV and NPR stations KEDT-FM and KVRT-FM. EEO/AA