

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, RADIO ENGINEERING

Reports To: Designated Supervisor

UW Job Code: 3753

UW Job Family: 3D - Media/Communication/Art

SOC Code: 27-4012

FLSA: Exempt

Pay Grade: 25

Date: 11-1-97 (revised 7-1-02; 7-1-04; 9-22-04; 7-1-08)

JOB PURPOSE:

Oversee the technical operations of Wyoming Public Radio; oversee the design, construction and modification of WPR technical projects; assist in implementation of WPR technical projects. Make recommendations regarding budget expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee technical operations of Wyoming Public Radio; including all stations and translators.
- Oversee engineering and technical staff in duties related to radio engineering.
- Maintain maintenance files on remote site equipment and expenditures.
- Assist in design, construction and modifications of electronics.
- Act as liaison with public listeners regarding WPR reception.
- Advise radio general manager and staff on engineering problems and concerns.
- Make recommendations regarding budget; monitor expenditures.

SUPPLEMENTAL FUNCTIONS:

- May perform maintenance and repair as required.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Work Standards
- Delegating Responsibility
- Independence
- Analysis/Problem Identification
- Work Prioritization & Management
- Judgment

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Federal Communications Commission General Radiotelephone certification**
- **Society of Broadcast Engineers certification**
- **Wyoming Low Voltage Technician License**
- **Valid Wyoming Driver's License**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Engineering equipment and telecommunication technology.
- Broadcast systems circuitry, design, and/or installation.
- Current technological developments/trends in area of expertise.
- Operational characteristics and maintenance requirements of a range of broadcast transmission equipment.
- FCC and other federal, state and local broadcasting regulations.
- Laws, regulations, methods, and techniques in area of specialty.
- Current availability of and developments in broadcast transmission systems and equipment.
- Personal computers and software in use in the department.

Skills and Abilities to:

- Read schematic plans or blueprints.
- Configure current equipment with new parts or new technology.
- Understand and follow safety procedures.
- Monitor and/or maintain quality control standards.
- Perform inspections and/or approve installations.
- Read, understand, follow, and enforce safety procedures.
- Develop policy and procedure documentation.
- Organize resources and establish priorities.
- Gather data, compile information, and prepare reports.
- Prepare budgets and manage fiscal responsibilities.
- Adapt new technology and methods to enhance program effectiveness.
- Draw conclusions and make recommendations based on research data and findings.
- Communicate effectively both orally and in writing.
- Maintain effective supervisory relationships.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Standard office environment; regularly works with transmitters and radio equipment. Ability to lift 25 pounds regularly. Occasional travel to transmitter sites.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.