



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 438.2

Job Title: **MASTER CONTROL OPERATOR**

Pay Grade: 14

GENERAL SUMMARY:

Maintains and operates video and audio equipment. Assists in the production of televised programs.

RESPONSIBILITIES:

- Operates and maintains a variety of video and audio equipment (i.e. video tape, monitor playback and 3/4" editing).
- Repairs video and audio equipment utilizing scientific instruments and equipment to diagnose malfunctions.
- Monitors and maintains video signals, including microwaves, lasers and modulators.
- Provides video and audio services at remote locations. Requires setting up and operating cameras, recorders and microphone equipment.
- Reviews, edits and dubs tapes to complement video productions.

SPECIFICATIONS:

KNOWLEDGE:

An Associate's degree in Electronics or a related field is required.

EXPERIENCE:

One year of experience in commercial or programming insertion with a television station is required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:**Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Master Control Operator
Cable Access Operations Coordinator

Effective: October 1990

Revised: August 1993