



JOB DESCRIPTION

Job Title: Chief Engineer
Classification: Full-Time, Exempt
Location: Appleton, Wisconsin
Reports to: Chief Executive Officer

Overview:

The Chief Engineer will take a lead role in all technical infrastructure for The Family Radio Network. This includes, but is not limited to, FM transmission systems, studio equipment, radio towers, satellite equipment, generators, STL systems and more. The Chief Engineer will design, install, maintain and repair a reliable technology infrastructure to enable The Family to fulfil its mission through radio and digital means.

Faith-Based Expectations:

- Uphold and live out The Family Radio Network, Inc.'s Mission, Vision, Core Values, and Doctrinal Statements and Beliefs.
- Exhibits servant leadership as patterned by Christ. The Chief Engineer is compassionate, speaks the truth in love, solicits feedback, has spiritual maturity, and will foster an atmosphere for The Family team to flourish.
- The Chief Engineer needs to maintain a personal relationship with and be a consistent witness for Jesus Christ. Maintain a courteous, Christ-like attitude in dealing with people within and outside the organization.
- The Chief Engineer will be able to minister, pray and share the Gospel with listeners and donors.
- The Chief Engineer is expected to be actively involved in a local church.

Primary Responsibilities:

- Proven ability to install, maintain, repair and upgrade broadcast equipment consisting of, but not limited to, consoles, satellite uplink/downlinks, program delivery and automation systems, FM transmission systems, audio processing and associated equipment to ensure reliable, legal and stable technical performance meeting good engineering practice standards.
- Serves as 24/7 on-call engineer and responds to emergency technical problems with stations at any of our locations. May require overnight, weekend and holiday work, as needed.
- Ability to cultivate and maintain relationships with engineering contractors to obtain measurable and timely results in a Christ-like manner.
- Proven ability to troubleshoot audio and RF circuits to the component level utilizing schematic diagrams as needed.
- Knowledge of how to design and construct high-power FM analog and HD directional and non-directional transmission systems for maximum coverage and clarity of broadcast signals.
- Highly skilled in configuring, troubleshooting, and maintaining radio studio systems including on-air telephone systems, digital audio routing and automation systems and console systems. Knowledge of Wide Orbit and Axia systems are a plus.
- Knowledge of configuration, maintenance and troubleshooting of both analog STL and STL over IP systems.
- Maintenance of radio towers, tower lighting systems, de-icing and remote-control systems to keep station(s) FCC and FAA compliant at all times. *** Climbing of towers not required. ***

The Family Radio Network, Inc., WEMI-FM, WEMY-FM, WGNV-FM, WSTM-FM, WGNW-FM has established religious faith as a qualification for employment, as permitted by the FCC's instructions.

- Routine travel to remote transmitter sites to maintain transmitters and related equipment and document current and future technical needs at these sites and at main studio site.
- Ability to maintain a good working relationship with IT vendor, but also possess a good working knowledge of Windows-based computers, networking, WAN, LAN and internet protocol configurations.
- Ability to describe scope of work and project technical budgetary needs for installations and repairs before implementation.
- Stays informed on industry trends. Evaluate and recommend new technology and software(s) that will be beneficial to achieving the ministry's current and future technology goals while staying within budgetary constraints.
- Maintain suitable array of spare parts and needed components for basic equipment repairs and new equipment installations. Keep functional work area for repairs and maintain ministry-owned tools for use. Be prudent on keeping unused equipment functional for backup purposes.
- Maintain EAS systems and work with Chief Operator on EAS/CAP logs in accordance with FCC rules and regulations.
- Proven ability to plan and perform complex work in a fast-paced environment where only general policies or procedures are available.
- Ability to lift up to 50 lbs. and work at heights from ladders as needed.
- Assists with technical execution of on-air fundraisers twice a year or as needed.
- Provides occasional on-site technical assistance for station concerts and other special events as needed.
- Other duties as assigned.

Requirements:

- Has a personal relationship with Jesus Christ, is spiritually grounded, and knowledgeable of the Bible.
- Maintain confidentiality in all aspects of listener, client, staff, and ministry information.
- Problem solving mentality who offers solutions that fit within ministry guidelines.
- Strategic thinker with ability to manage multiple projects at the same time and assess outcomes.
- Emotionally intelligent and can interact with others well to maintain and grow co-worker, contractor and vendor relationships.
- Strong attention to detail to maintain correct and accurate information and able to troubleshoot errors and issues.
- Committed team player who listens well and who is not afraid to ask for help when needed.
- Strong written and verbal communication skills.
- A self-motivated person with the ability to work with little supervision.
- Proficient computer knowledge using Microsoft Office suite.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of The Family.

Experience and Education:

- Minimum three (3) years successfully maintaining high-power FM transmission systems resulting in legal and stable technical performance meeting good engineering practices.
- SBE Certified Broadcast Radio Engineer™ – (CBRE™) or ability to obtain within 12 months.

Supervisory Duties:

- None, but does coordinate tasks with contract engineers

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

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Physical Demands/Working Conditions:	Continuously (67% - 100%)	Frequently (34% - 66%)	Occasionally (1% - 33%)
Working in usual office environment		x	
Focusing on computer screen for extended periods of time		x	
Keyboard and mouse use for extended periods of time		x	
Communicating clearly (speak) in English	x		
Reading and following written directions		x	
Hearing	x		
Listening	x		
Vision (close, distance & ability to adjust focus)	x		
Using hands/fingers to handle, feel or write with clarity		x	
Sitting or standing for extended periods of time		x	
Driving for work		x	
Driving at night and/or in poor weather conditions		x	
Lifting and/or carry – up to 50 lbs.		x	
Pulling and/or pushing		x	
Walking		x	
Walking on uneven ground		x	
Reaching with hands and arms	x		
Stooping, Kneeling, Crouching or Crawling		x	
Climbing stairs		x	
Climbing ladders		x	
Exposure to outdoor conditions		x	
Working overtime hours as required		x	
Working in confined places		x	
Being exposed to excessive noise			x
Travel within Wisconsin (away from primary work location)		x	

I have read and accept this job description.

Employee (Signature)

Date

Employee (Printed Name)