



JOB DESCRIPTION

Job Title: Chief Engineer
Classification: Full-Time Exempt
Location: In-office position located in 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 and will design, install, maintain and repair a reliable technology infrastructure to enable The Family to fulfil its mission through radio and digital outreaches.

Faith-Based Expectations:

- Uphold and abide by The Family Radio Network, Inc.'s Vision, Mission, Core Values, and Doctrinal Statements & Beliefs.
- Have an active and growing personal relationship with Jesus Christ.
- Will demonstrate a Christ-like attitude by praying, sharing, and pointing people to Jesus Christ.
- Is expected to be actively involved in a local church.

Primary Responsibilities:

- Demonstrated ability to install, maintain, repair and upgrade broadcast equipment consisting of, but not limited to, studio consoles and equipment, audio delivery and automation systems, high-power AM and FM RF transmission systems, audio processing, STL / AoIP systems and associated equipment to ensure reliable, legal and stable technical performance meeting good engineering practice standards.
- Serves as 24/7 contact for technical alerts and responds to emergency technical problems with stations at any of our locations. May require occasional 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.
- Knowledge in basic electronics theory and proven ability to troubleshoot audio and RF circuits to the component level utilizing schematic diagrams and test equipment, as needed.
- 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 and AoIP STL 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.
- 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.

- 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 EAS systems and work with Chief Operator on EAS/CAP logs in accordance with FCC rules and regulations.
- Ability to occasionally lift up to 50+ lbs. and work at heights from ladders, as needed.
- Assists with technical execution of on-air fundraisers.
- Provides on-site technical assistance for station concerts and other special events, as needed.
- Attend scheduled meetings.
- 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.
- This position is expected to be an in-office based position in order to cultivate good communication, team dynamics and culture.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of The Family.

Experience and Education:

- Minimum two (2) years successfully maintaining high-power RF transmission systems resulting in legal and stable technical performance meeting good engineering practices.
- SBE Certified or ability to obtain.

Supervisory Duties:

- Will oversee 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.

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	

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