

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Production Technician

Definition

Performs the routine duties in operating, maintaining, and making minor repairs to equipment for Iowa PBS at the studio facilities and remote locations, including audio, video, or remote (mobile unit/flight pack) engineering, editing, and acquisition; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Responsible for general technical support for productions; confers with the producer/director, senior producer/director, or supervisor as to the needs of the production and makes sure those requirements are met.

Determines the type of equipment to be used to meet the needs of the production and has that equipment ready as required.

Makes minor repairs and adjustments on production equipment associated with the production and broadcasting of programs.

Competencies Required

Knowledge:

- Computers and Electronics – Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Communications and Media – Media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Telecommunications – Transmission, broadcasting, switching, control, and operation of telecommunications systems.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Engineering and Technology – The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Abilities:

- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Speech Clarity – Speak clearly so others can understand.

- Speech Recognition – Identify and understand the speech of another person.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Visualization – Imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Operations Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Operation and Control – Controlling operations of equipment or systems.
- Troubleshooting – Determining causes of operating errors and deciding what to do about it.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Three years of full-time work experience in the film/video/sound or television industry.
- 2) A total of three years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in film, video, journalism, tele-communicative arts, or a related field equals one year of full-time experience.
- 3) Graduation from an accredited college or university with an associate's degree in film, video, journalism, tele-communicative arts, multimedia, or a related field, and experience equal to one year of full-time work in film/video/sound or television industry.

Effective date: 12/25 KC