



| | | | |
|------------------|------------------------------------|----------------------------|------------------|
| Job Title | Fire Audio Video Specialist | FLSA Status | Exempt |
| Band | PRO | Probationary Period | 12 Months |
| Zone | 6 | Job Code | 12672 |

Class Specification – Fire Audio Visual Specialist

| | |
|---|---|
| Summary Statement: | |
| <p>The purpose of this position is to provide audio and visual services to CSFD in support of the department and the department’s firefighting and educational activities in the community. This is accomplished through management of CSFD’s television studio for live and recorded projects; and production of videos for both the public and the Fire Department. Developing specifications for and maintaining all audio and video equipment; researching and recommending audio and video equipment; troubleshooting and repairing audio and video issues. Other duties include producing live streaming and recorded productions; providing selected video content; conducting services on the operation of specialized audio and video equipment; and managing the video intern and internship program.</p> | |
| Essential Functions | Note: Regular and predictable attendance is an essential function in the performance of this job. |
| Time % (All below must add to 100%) | Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year. |
| 30% | Provides broadcast training by reviewing all audio and video source materials, schedules broadcast dates, and camera operators; adjusts studio lighting and tests microphones; routes broadcast signal to Comcast and finalizes master DVD recording labels, themes, and files; and turns power off all studio equipment. |
| 20% | Produces videos by writing script, story board, and schedules shooting date; loads all equipment into production vehicle, drives to location, and off loads; rehearses and checks the equipment; and creates Master DVD design labels and uploads. |
| 20% | Communicates with customers and coworkers by transferring information via emails; responding to pages and answering both cell and land phones; transfers video files to media via drop box; and utilizes 800Mhz radio system to communicate. |
| 10% | Provides video and photo documentation of major incidents by evaluating the scene for camera angles and proper PPE; making contact with fire investigator; decoding and maintaining camera equipment; returning to headquarters; and assisting investigators with photo or video and begin editing. |



| | | | |
|------------------|------------------------------------|----------------------------|------------------|
| Job Title | Fire Audio Video Specialist | FLSA Status | Exempt |
| Band | PRO | Probationary Period | 12 Months |
| Zone | 6 | Job Code | 12672 |

| | |
|-----|---|
| 10% | Provides multimedia conversion services by converting multiple video and audio codes, labeling and packaging; posting significant productions; and assisting investigators in converting them. |
| 10% | Manages purchase recommendations and maintenance by upgrading all production equipment software and firmware; develops audio and video budget annually; recommends emerging audio and video technologies; researches new audio video equipment; understands all audio and video equipment; and prepares user instructions for selected audio and video equipment. |

| | |
|--|--|
| Competencies Required: | |
| Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. | |
| Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. | |
| Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. | |
| Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. | |

| | |
|--|--|
| Technical Skills Required: | |
| Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. | |



| | | | |
|------------------|------------------------------------|----------------------------|------------------|
| Job Title | Fire Audio Video Specialist | FLSA Status | Exempt |
| Band | PRO | Probationary Period | 12 Months |
| Zone | 6 | Job Code | 12672 |

| |
|---|
| <p>Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.</p> <p>Education: Bachelor’s degree from an accredited college or university with major coursework in video production, multimedia, mass communications, radio/television, journalism, marketing, or a related field.</p> <p>Experience: Three years full-time experience in video, film, television, broadcasting production, or multimedia production including shooting, editing, and production.</p> |
|---|

| | |
|---|--------------------------------|
| <p>Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.</p> | |
| Red card certification for wildland firefighting | Within 12 months of start date |
| Firefighter I certification | Within 12 months of start date |
| Fire Instructor I | Within 12 months of start date |
| ICS 100 | Within 12 months of start date |
| ICS 200 | Within 12 months of start date |
| ICS 700 | Within 12 months of start date |
| Certifications required in accordance with standards established by departmental policy. | |

| |
|---|
| <p>Supervision Exercised:</p> <p>Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.</p> |
| <p>Supervision Received:</p> <p>Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</p> |

| |
|--|
| <p>Fiscal Responsibility:</p> <p>The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.</p> |
|--|

| |
|--|
| <p>Physical Demands:</p> <p>Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. Will be required to successfully complete a spirometry test in order to wear a self-contained breathing apparatus (SCBA).</p> |
|--|



| | | | |
|------------------|------------------------------------|----------------------------|------------------|
| Job Title | Fire Audio Video Specialist | FLSA Status | Exempt |
| Band | PRO | Probationary Period | 12 Months |
| Zone | 6 | Job Code | 12672 |

| Environmental Conditions | Frequency |
|--------------------------------------|--------------------------------|
| Primary Work Environment | Office Environment and Outside |
| Extreme Temperature | Seasonally |
| Wetness and Humidity | Several Times per Month |
| Respiratory Hazards | Several Times per Month |
| Noise and Vibrations | Several Times per Month |
| Physical Hazards | Several Times per Month |
| Mechanical and/or Electrical Hazards | Rarely |
| Exposure to Communicable Diseases | Rarely |

Machines, Tools, Equipment, and Work Aids: Camera tripods, camera lights, audio mixers, fig rig, light reflector/diffuser, telephone, cell phone, pager, copier/fax/scanner, vehicle, HD video cameras, DSLR photo cameras, GoPro HD sports cameras, suction cup camera mounts, and helmet camera mounts.

Specialized Computer Equipment and Software: Microsoft Office and specialized video editing software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014