

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Video Engineer	<b>SALARY GRADE:</b>	HU-11
<b>DATE REVISED:</b>	December 01, 2014	<b>EEO CODE:</b>	03
<b>JOB CODE:</b>	3209	<b>FLSA STATUS:</b>	Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:**            The purpose for this position is to apply electrical and electronic theory and related knowledge to design, build, repair, calibrate, and modify video electrical components, circuitry, controls, and machinery for subsequent evaluation.

**SUPERVISORY AUTHORITY:**            Has responsibility or authority which is limited to the direction of students or temporary workers.

**NATURE AND SCOPE:**            Internal contacts include the chairperson of the department, the faculty supervisor of the Technical Facilities Center and the staff of the Technical Facilities Center. External contacts include support staff from various outside vendors.

**PRINCIPAL ACCOUNTABILITIES:**

Read blueprints, wiring diagrams, schematic drawings, and engineering instructions for assembling video electronics units, applying knowledge of electronic theory and components.

Test video electronic units, using standard test equipment, and analyze results to evaluate performance and determine need for adjustment.

Perform preventative maintenance and calibration of equipment and systems.

Assemble, test, and maintain circuitry or video electronic components according to engineering instructions, technical manuals, and knowledge of electronics, using hand and power tools.

Adjust and replace defective or improperly functioning circuitry and electronics components, using hand tools and soldering iron.

Write reports and record data on testing techniques, laboratory equipment, and specifications to assist engineers.

Identify and resolve equipment malfunctions, working with manufacturers and field representatives as necessary to procure replacement parts.

Maintain system logs and manuals to document testing and operation of equipment.

Provide user applications and engineering support and recommendations for new and existing equipment with regard to installation, upgrades and enhancement.

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Provide customer support and education, working with users to identify needs, determine sources of problems and to provide information on product use.

Performs other related duties as assigned.

**CORE COMPETENCIES:**

Knowledge of 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.

Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

Ability to 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).

Skill in both written and oral English with the ability to communicate clear and precise instructions.

Ability to establish and maintain effective and harmonious work relations with students, faculty, staff, University officials and the general public.

**MINIMUM REQUIREMENTS:**

Bachelor's degree in electronics and 2-5 years experience in repair, maintenance, design, calibration and installation of video equipment. 10 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** N/A

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_