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# WESTERN MICHIGAN UNIVERSITY

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## Job Description

**Job Title:** Chief Engr Radio  
**Pay Type:** Salaried/Exempt  
**Grade:** 16

**Position Number:** 0265  
**Department Name:** WMUK Radio

### General Summary

Directs and coordinates the operation and maintenance of radio broadcasting equipment in compliance with FCC regulations.

### Major Duties

- Directs and coordinates the operation and maintenance of radio broadcasting equipment in compliance with FCC regulations. Ensures radio stations WMUK and WIDR remain on the air and fully functional.
- Supervises a Broadcast Engineer and student employees.
- Establishes procedures and standards for operation, testing, and maintenance of transmitter equipment. Ensures optimum transmitter performance.
- Trains employees in diagnosing transmitter malfunctions, using test equipment, and making repairs. Oversees the resolution of equipment problems and equipment repair, and engages in the same.
- Designs and constructs studio and production facilities.
- Configures recording equipment in studios and at various off-campus locations to record programs and concerts, conferring with radio talent and/or events managers. Transports recording equipment to remote sites.
- Records programs and concerts, ensuring high-quality. Copies recordings for local and network use.

### Minimum Qualifications

- Some college education in a relevant field.
- Three years of experience in maintenance and repair of electronic radio equipment.
- Working knowledge of electronic principles and troubleshooting practices.
- Familiarity with FCC regulations.
- Supervisory experience.
- The ability to travel to off-campus recording sites and to discern a properly recorded concert.
- The ability to work on-call, do some heavy lifting, work in an electronic repair shop, and work out-of-doors as required.

### Desired Qualifications

- Bachelor's degree.
- Five or more years of experience.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.