



Position Title: Field Engineer

Reports to: Director – Local Engineering & Operations

Function Summary: The Field Engineer ensures technical integrity of all of the Relevant Radio owned and operated radio stations. Responsible for the implementation of sound strategies, policies and procedures for local radio station management within his/her territory.

The mission of Relevant Radio® is to assist the Church in the New Evangelization by providing relevant programming through a media platform to help people bridge the gap between faith and everyday life. At Relevant Radio we also encourage our staff to bridge that gap! It is our hope that our associates will identify their potential, develop their talents and respond to the call to follow the Church. To accomplish this, Relevant Radio provides opportunities to our associates that will educate and inspire.

Responsibilities

- Solid understanding of the mission, programming content and audience of Relevant Radio.
- Adhere to Relevant Radio policies and procedures.
- Responsible for build out, maintenance, upgrades, and studio revamps for any and all owned and operated Relevant Radio stations.
- Assist in responsibility for build out, maintenance, upgrades, and studio revamps for the Network Studio's as directed by the Director – Engineering/IT.
- Enforce FCC compliance according to Code of Federal Regulations; utilize the FCC compliance template. Appraise Director – Station Operations of any changes to federal or governmental broadcast law and applicable station compliance matters.
- Responsible to work with local governmental agencies to secure necessary licenses for the operation and construction of our broadcast facilities.
- Coordinate weekly maintenance and repair visits in a weekly conference call with Director – Station Operations and the Station Operations Manager.
- Perform repairs, maintenance, upgrades on business equipment, computers and other station office items, as assigned.
- Implement routine maintenance at local broadcast facilities.
- Assist in creation of project timeline to establish completion dates and staffing workloads.
- Document billable time to each station, network or project for allocation of hours/dollars.
- Provide consultation and technical support as directed and approved by the Director – Station Operations to any and all Starboard Media Foundation, Inc. subsidiaries or associated business, such as but not limited to, Advance Acquisitions and Sovereign City Communications, and development, diocesan or affiliated station partners.
- Maintain vendor relationships for all broadcast equipment.
- Assist in identifying, coordinating and executing upgrades for the local stations.
- Provide recommendations to Director – Station Operations for improvements to maximize broadcast facilities. Work with Director to maintain a local engineering operation budget.
- Assist in spectrum analysis on projects as assigned by Director – Station Operations.
- Participate in acquisitions and divestitures discussions and meetings. Advise as necessary.
- Responsible for transmission systems at local radio stations, as assigned.
- Direct, coordinate and manage all technical matters of live and remote broadcasts, as directed.
- Support quarterly on-air pledge drives, as needed.
- Perform a variety of other duties as assigned.

Experience and Skill Requirements

- Strong interior faith life and respect for the Relevant Radio mission.
- Bachelor's degree in Broadcasting, or related field.
- 5 years technical radio experience, including knowledge of digital automation systems and satellite technology.
- 5 years spectrum engineering experience, including knowledge of spectrum engineering software.
- Perform effectively under tight deadlines and changing priorities. Ability to multi-task.
- Strong interpersonal, communication and presentation skills.
- Effective planning, organizational and critical thinking skills.
- Able to work flexible hours; including some weekends and evenings as needed to meet network and local station needs and deadlines.
- Valid driver's license required. Ability and willingness to travel, as needed. Up to 30% of overnight travel required.