



JOB DESCRIPTION

Title:	IPTV Video Engineer/Technician	Date Prepared:	9/24/09
Reports To:	Operations Manager	FLSA Status:	
Dept./Location:	Westby	Approved By:	

I. Purpose of Position

Responsible for reception and distribution of off-air and satellite programming to distribution plants of member companies including installation, construction, operation and maintenance of equipment associated with the headend and signal transmission network. Also assist in maintaining all network elements including router and switches utilized to provide IPTV signal to our customers. Follow up with customers after installations or service additions are made to insure quality service. Perform programming black outs, conducts training for member affiliates and other employees after new service or systems are installed. Represents Midwest Video Solutions at conferences and trade shows or other applicable gatherings.

II. Duties & Responsibilities

- Support and assist the operations manager.
- Monitor video and audio quality of services delivered.
- Maintain IPTV video operating headend including researching, repairing and clearing trouble.
- Provide technical leadership for the network platform within MVS.
- Execute technology projects required by MVS relating to new and existing product enhancements and evaluations to maintenance of the existing networks.
- Interface with other member companies to ensure projects and procedures mesh with our objectives.
- Remotely manage mini headends, routers and servers.
- Schedule and perform routine maintenance.
- Recommend and prepare specifications for equipment and budgets for capital improvements.
- Install new video equipment.
- Document and maintain records and logs of all equipment.
- Willingness to work extended hours, weekends and holidays as necessary.
- Occasional travel will be required.
- Achieve and maintain a thorough knowledge and understanding of the affiliate member relationship, vendors/consultants and programmers with Midwest Video Solutions.
- Prepare voucher requests, expense vouchers and other paperwork necessary for payment of company expenses as required.
- Conduct periodic audit of programming and services to affiliate members.
- Perform blackout requirements at affiliate member sites.
- Review new member services for deployment.
- Interface with affiliate members, programmers and staff of owner companies in full compliance with Midwest Video Solutions policies and procedures.
- Order and monitor adequate inventory of spare equipment.
- Attend seminars, training sessions, and internal/external meetings.
- Participate in trade shows and member events when required.
- Conduct training on new services and systems when required.
- Other duties as assigned.

The previous list is not all inclusive. Many new tasks and responsibilities will be assigned as needed by

III. Knowledge & Experience

- High school diploma plus associate degree in electronic, data networking, CATV or telecommunications related technical training or equivalent in training and experience. BS, MS in Computer Science or equivalent experience preferred.
- Three years work experience in IPTV headend maintenance, IP networking, and telecommunications or CATV experience.
- Knowledge of digital as well as IP/Ethernet transport methods.
- Knowledge of: IPV4, IPV6 & TCP/IP, including but not limited to IP, ICP, UDP, TACACAS+, Radius, PPP, VRRP, HSRP, and SNMP protocols, DHCP, KNS, Internet routing and firewalls, LAN, WAN trouble shooting techniques. Certifications are a plus – CCIE, CISSP etc plus ISP network operations center/tier 2-3 support.
- Network monitoring and other network administrative tools.
- H.323 and SIP and related protocols.
- Linux and Unix
- SIPT & MGCP
- Strong personal computer and typing skills required (Excel and Word preferred).
- Basic office machines skills.
- Professional telephone and skills.
- Excellent verbal and written communication skills.
- Knowledge of Internet and use of email.

IV. Skills, Abilities, Qualifications or Expectations

- Professional attitude and appearance.
- Excellent follow through skills.
- Ability to manage multiple projects and tasks.
- Ability to effectively and clearly write report, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, programming agreements and governmental regulations.
- Strong written and verbal communication skills including the ability to effectively present information to groups.
- Ability to work with mathematical concepts such as probability and statistical inference, fractions, percentages, ratios, and proportions and apply to practical situations.
- Establish and maintain effective working relations with members and customers.
- Willingness to work extended hours, weekends and holidays as necessary.
- Capable of fostering close relationships with affiliate member and programming personnel creating a positive work relationship based on commitment to meet their needs and expectations.
- Competent in identifying tasks that need to be completed and initiating the necessary activities to complete those tasks.
- Maintain a positive attitude during times of increased workloads and unexpected deliverables.

V. Environmental Conditions

- Normal office environment with occasional exposure to outside work, and frequent vehicular travel.
 - Frequent maneuvering and manipulation of parts and equipment weighing 10 lbs.
 - Periodic maneuvering of equipment weighing up to 25 lbs.

VI. Equipment & Tools

Daily use of: Computer, telephone, calculator, copier, fax, and printers.

The above is intended to describe the general content and requirements of this position. It should not be viewed as all encompassing or an exhaustive list of duties and responsibilities. Other duties may be assigned as required by business necessity.