

MAJOR FUNCTION

This is skilled electronics work in installing, maintaining, modifying, and repairing radio communications systems and/or equipment which includes microprocessor control base stations, mobiles, portables, pagers, consoles, etc. Also includes installation and operation of the Public Address System. Work is performed under the direct supervision of the Superintendent-Radio Communications.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Installs and maintains radio communications equipment, interface equipment, and support equipment and/or structures including generators, buildings, towers, electronic equipment, lighting systems, etc. Checks and tests installations. Performs preventative maintenance and troubleshoots, isolates, and repairs all malfunctions of electronic equipment. Modifies existing system to interface with new equipment and facilities and uses computer as necessary. Performs maintenance on test equipment. Orders replacement parts and maintains suitable inventory of parts as required. Communicates with departments and division staff, public, and private organizations concerning modification of RF systems, trouble requests, etc. Performs miscellaneous repairs on blue lights, sirens, switches, etc. Operates a computer to modify or repair RF radio equipment. Performs related work as required.

Other Important Duties

Installs, repairs, and operates public address systems. Maintains work area to ensure clean and safe working environment. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the standard methods, practices, tools and materials for the repair and maintenance of electric, electronic, and communication control systems. Knowledge of the diagnosis and replacement of microcomputerized radio components. Ability to work with schematic diagrams, blueprints, and service manuals. Ability to maintain and make repairs to shop equipment and tools. Ability to follow complex oral and written instructions under limited supervision.

Minimum Training and Experience

Successful completion of a post secondary school two-year electronics program or possession of an AA or AS degree, and two years of experience that includes repairing and maintaining communication control systems and two-way radios; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a Second Class Radio-Telephone License issued by the Federal Communications Commission at the time of appointment.

Possession of a valid class "D" State driver's license at time of appointment.

Revised: 06-02-80
05-23-86
02-09-90
06-23-94
04-23-04*