

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: RADIO TECHNICIAN Radio Technician	PAY GRADE: 10
DEPARTMENT: IT REPORTS TO: IT Radio and Telecommunications Coordinator BARGAINING UNIT: N/A	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED:  _____ <i>Department Head</i>  _____ <i>Human Resources Director</i>	6-11-13 _____ <i>Date</i> 6/13/13 _____ <i>Date</i>

I. PURPOSE SUMMARY. Performs installation, maintenance and modification of County-wide radio and telecommunications systems, to include public safety vehicle electronic equipment. Participates in the maintenance of the microwave design networks as they converge with the County-wide simulcast communication system, public safety vehicle electronic equipment and base station/mobile/hand held radio systems.

II. ESSENTIAL DUTIES.

1. Participate in bi-annual inspections, maintenance and upgrading of all county radio sites, communication systems, equipment, buildings and antennas.

A. Work with government agencies, emergency services and both public and private sector radio services.

2. Troubleshoot, perform maintenance and repairs, assist in coordination and providing guidance to all agencies using sites such as MVRDA, Sheriff's Department, Fire Department, Roads Division, Environmental Division, Animal Control Division, ambulance services and other agencies.

A. Visit sites in response to service requests, to diagnose equipment problems and determine needed repair of base station/repeaters, electronic equipment, infrastructure and peripherals.

B. Climb towers to service Antennas, M/W Radio's and repair cabling/connectors.

C. Work on a wide variety of vehicles, including but not limited to cars, pick-ups, fire trucks, ambulances, dump trucks and other support vehicles.

3. Establish minimum specifications for county purchases of communications equipment.

A. Participate in reviewing bids.

B. Review all department radio communication purchase requests for accuracy and compliance with requirements.

C. Contact vendors to discuss and define problems and solutions, and arrange for warranty repairs review/document repair/work completed.

4. **Design, examine and test new systems to evaluate effectiveness with existing systems.**
5. **Install, repair, maintain, debug, and upgrade a full range of systems, including but not limited to base station/mobile/ hand held radios, public safety vehicle electronic equipment, infrastructure and peripherals.**
6. **Know and abide by all department and county policies and procedures.**

III. ADDITIONAL DUTIES. Other job-related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High school diploma or equivalent. Electronics Technician certificate and tower climbing preferred.

B. Experience. Four years experience in electronics, alarm, CCTV, access control, two-way communications, telephone or radio system design/installation/repair including repeaters and control stations, voting receivers and comparator systems, linking of system components by hard wire telephone line, microwave, RF link and fiber optics.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications Must have a valid unrestricted driver's license. General two-way radio/telephone technician or amateur radio operator's license preferred. Must pass Tower Climbing certification within nine months after hire.

E. Other (e.g., post-offer medical exam, background check, driver's license record, and tower climbing agility test, etc.). Must pass background, NCIC, driver's license checks, post-offer medical exam.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of: radio communications systems; FCC rules and regulations; FAA regulations; business English and grammar; basic mathematics; records management; and system design, installation and maintenance.

Skilled in: installation, maintenance and repair of systems; performing analysis and design.

Ability to: communicate effectively; establish and maintain effective working relationships; read electronics service manuals; and prioritize workload.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The position plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. The position will also participate in identifying short and long term priorities.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines.

4. PHYSICAL DEMANDS.

While performing the duties of this job, the employee must be in good physical condition with the ability to stand, walk, reach, climb, stoop, bend, twist, stretch, squat, crouch, crawl, and occasionally lift 100 pounds. Must be able to pull his/her own body weight plus equipment weight. Must be able to be suspended and sit for extended periods of time on a tower, The employee must be able to operate specific office equipment, move about the work environment, and operate a four-wheel drive vehicle in desert and mountain terrain, to include working at remote job sites. The employee must have the ability to climb self-supporting steel lattice type towers approximately 190' high, work in and on a wide variety of emergency vehicles, including but not limited to cars, pick-ups, fire trucks, ambulances, dump trucks, and other support vehicles. Specific vision abilities required by this job include close/distance vision, the ability to adjust focus and the ability to distinguish colors.

5. WORK ENVIRONMENT.

Essential duties are performed indoors and outdoors in adverse weather conditions. Field work is required. Employee will work odd hours in emergency situations, and be on-call on a rotating basis, including nights and weekends. Physical hazards include falls, lightening, electricity with risk of electrical shock, radiation, contact with wildlife, possible high winds, dust storms and wind-blown debris while working.

6. SUPERVISORY RESPONSIBILITY.

None. The position is responsible for its own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee

Date

Printed name:

Employee

Date