



Job Description for:

## Radio Technician

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**Classification:** Same  
**Division:** Technical Services  
**Reports to:** Technical Services Manager  
**Supervises:** None.

### **Job Definition**

The Radio Technician performs highly skilled technical work and serves as a technical expert in the area of Clark Regional 800 MHz SmartZone Radio Systems. The position provides electronic expertise for the Regional 800 MHz SmartZone trunked communications system, digital microwave and associated electronic equipment. The incumbent provides system planning, troubleshooting and maintenance of the County's Trunking radio system infrastructure and Gold Elite Consoles.

### **Distinguishing Characteristics**

The Radio Technician is distinguished from other positions within the Technical Services division by performance of very complex, advanced technical work, which requires a high degree of training and expertise. By comparison, work of positions such as the Technical Services Specialist or CAD / E911 Technician is more routine and/or administrative in nature. Positions such as the Sr. CAD Administrator is distinguished from the Radio Technician by a greater level of program authority and responsibility including project management; functional supervision within project implementation; budgetary input, influence and recommendation.

The Radio Technician works with a high degree of independence under broad program guidelines and general supervision of the Technical Services Manager.

### **Key Tasks and Duties**

- Interprets schematic diagrams and performs repairs on portable and mobile two-way radios, mobile data terminals, voting receivers, digital microwave equipment, radio control consoles, 800 MHz repeaters, 800 MHz data base stations, alarm systems, intercoms and antenna systems.
- Performs broad level repairs on multiplexers, controllers, and channel banks.
- Develops and coordinates routine preventative maintenance on all telecommunications equipment to include portable and mobile two-way radios, vhf, uhf, 800 MHz base stations and repeaters, digital microwave systems, mobile data systems, etc.
- Installs two-way radios, base states, microwave radios, antenna systems, cellular telephones, and mobile data terminals.
- Order parts and materials as necessary to maintain inventory for routine and emergency maintenance and repairs.
- Design, implement and document unique systems, wiring and/or circuits in response to custom needs of the Agency and users.
- Develop and coordinate routine preventative maintenance on 800 MHz simulcast equipment, IntelliRepeater systems, and VHF simulcast systems

- Perform repairs on Central Electronics Bank
- Develop and implement various subscriber templates for Mobile Computing Device,
- Maintain good working communications with systems users including participating jurisdictions.
- Maintain accurate records on all work performed.
- Attend schools and seminars as assigned to upgrade skills and provide contemporary service to the Agency.
- Maintain 24-hour on-call equipment and maintenance/repair status.
- Monitors provides input to Technical Services Manager on program area needs
- Attend and participate in user group meetings including Dispatch Operations Committee (DOC), Law User and Fire Ops
- Participate in technical training and Agency in-service training sessions; special events including 9-1-1 Day; and Emergency Coordination Center (ECC) activations, training sessions, setups and teardowns as applicable.
- Performs other duties as assigned
- Assists in recommendation of Technical Services program goals and objectives
- Answers questions and provide information to user agencies and other interested stakeholders regarding the program
- Prepares program reports or correspondence.
- Represents the Agency or division at meetings as requested; serves on various committees.
- Provides information and assistance to other departments, outside agencies, and the public on assigned functions.
- Works as assigned during any emergency activation of Agency EOC (Emergency Operations Center). Participates in Agency or regional exercises to maintain EOC skills.
- Performs related duties as assigned.

## **Qualifications**

### ***Knowledge of:***

- Principles and techniques of radio systems technology, programming and analysis
- Report preparation, research methods, and statistical principles
- Application and interpretation of Agency policies and procedures as well as local, state and federal laws and regulations relevant to the program area

### ***Ability to:***

- Coordinate and participate in radio systems analysis, design and programming
- Analyze data and develop logical solutions to complex problems
- Accurately identify and evaluate client needs and requirements
- Develop and deliver clear and concise reports for intended audiences
- Interpret applicable laws, regulations, policies and procedures
- Apply critical thinking, problem solving and collaborative approaches to improving program services
- Effectively plan and carry out Agency policy directives and program goals in an effective and timely manner
- Analyze situations thoroughly, identify potential problems, and find effective solutions

- Establish and maintain positive and professional working relationships with managers, coworkers, other governmental jurisdictions, volunteers, the media and the public
- Effectively communicate and express ideas both orally and in writing.
- Apply appropriate independent initiative, discretion, judgment and organizational skills to a variety of projects, assignments and situations.
- Understand and execute complex oral and written instructions. Apply available guidelines, policies or procedures in diverse situations.
- Prepare and present written correspondence, reports and materials in clear, correct and comprehensible terms from general notes and concepts.

**Experience and Education** – Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and ability required to successfully perform the job will be considered. A typical way to obtain the knowledge and abilities would be:

- At least five years experience in radio systems technology or a related field with emphasis on systems maintenance and trouble-shooting
- Associate's degree with major course work in communications technology or a related field may substitute for the required experience.

- ⊛ Candidates must successfully pass pre-employment reference and criminal history checks
- ⊛ Candidates and incumbents must have ability to perform the essential functions of this position with or without reasonable accommodation

### **Work Environment (Essential functions)**

Work is performed in various settings: office environment, throughout CRESA's facility, and also field work outside in the radio service area. There is also limited travel to and from local and regional trainings, meetings, and conferences or similar. Incumbent works with radios, personal computers, telephones, and other general office equipment that require detailed dexterity. Work involves keyboarding and manual dexterity, and also entails general reaching, stretching, and lifting of office supplies and program equipment, such as paper, binders, files, phone sets, pamphlets, brochures, and display boards. Some walking, bending, carrying and moving program equipment and materials is required.

#### ***Physical Demands typically involve, but are not limited to:***

##### **Hearing and Speaking:**

- Hear, understand and respond to verbal information typically in person, by phone or by radio
- Speak clearly and concisely in English to present verbal information at meetings, training sessions, and related
- Hear, understand and respond using telephones, radios and other communications equipment

##### **Seeing and Reading:**

- See, read and understand written information and instructions in all forms, including handwritten, hard copy or electronic communications formats

- See and use all related communications equipment including telephones, radios and computer monitors

**Mental acuity and alertness:**

- Understand, research and respond to varied program information and instructions, including broad application of policies, procedures, laws, and regulations
- Handle interpersonal interactions with tact and diplomacy
- Manage and accomplish multiple tasks and priorities in a timely manner and with a high level of accomplishment and accuracy
- Think through all aspects relating to issues or problems; identify, recommend and implement solutions
- Balance diverse responsibilities utilizing independent initiative, judgment and discretion
- Be available for assigned on-call; be generally prepared to respond for long shifts and/or irregular hours in case of emergency situations, such as activations of the Emergency Coordination Center

**Manual dexterity and typing:**

- Moderate use of computers, keyboards, office equipment and similar specialized technical and electronic equipment commonly found in an office or communications center setting
- Performing regular tasks requiring general manual dexterity

**Physical dexterity:**

- Sit, stand or walk as necessary
- Stretch, reach, or lift objects or materials that may be up to 50 pounds in weight

<b>Reviewed:</b>	1/2009	<b>Salary Code:</b>	M3
<b>Revised:</b>	1/2009	<b>Salary Range:</b>	773
<b>FLSA Status:</b>	Non-Exempt	<b>Union:</b>	No