

RADIO COMMUNICATIONS SPECIALIST

Position Code: 1809
WC Code: 7710
FLSA Status: Non-Exempt
Pay Grade: 356
Location: IT
Approval Date: 2023

General Statement of Duties

Performs experienced and/or specialized paraprofessional and technical work by overseeing and monitoring the communications system for the Town.

Distinguishing Features of the Class

An employee in this class monitors system performance and security, performs difficult professional work planning, provides ongoing support through the coordination of software and hardware upgrades as needed. Completes programming, updating firmware and bench testing portable and mobile devices. Oversees the activation of Radio Identification Numbers and maintains accordingly, analyzes talk group utilization. Coordinates utilization with multiple radio system managers throughout the State and region. Maintains a high integrity while holding Advance System Keys for programming, prepares reports, maintains files, and assists with budgeting for communication equipment. Works closely with directors, supervisors, elected officials, co-workers, vendors, consultants, and IT professionals to provide technical support. Work is performed under the general direction of the IT Director.

Duties and Responsibilities

Plans, organizes, supervises, and participates in the installation, repair, and maintenance of all communications equipment.

Radio programming and frequency alignment which includes using computers and computer driven devices to program, interrogate and align communications equipment.

Provides preventative maintenance, including calibrating, repairing, and operating test equipment as well as testing radio receiving and transmitting equipment.

Services and operates a variety of radio repair and electrical tools.

Makes frequency inspections and installs I.D. tags in accordance with Federal Communications commission regulations.

Installs, trouble shoots, repairs and services mobile receivers and transmitters as well as various types of electronic equipment, i.e., microphones, speakers, intercom and P.A. Systems, base stations, satellite receivers, pagers, remote control units, electronic sirens, and various other equipment.

Oversees the design and modifications of radio transmitting equipment. Prepares specifications for radios and other communication equipment.

Maintains communications equipment inventory records.

Prepares and maintains budget and personnel records.

Monitors all communications to ensure compliance with Federal regulations.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

General skills and knowledge including data conception, interpersonal communication and language ability, verbal aptitude, numerical aptitude, and form/spatial aptitude.

Ability to plan, direct and use information effectively to enhance activities and productions of the department. Knows and understands the expectations of the Town regarding the activities of the department and works to see that these expectations are met.

Knowledge of electrical and electronic theory and its application to communication systems.

Ability to read and understand plans, blueprints and sketches of radio, control circuits and other electrical equipment.

Must have thorough knowledge of the practices, methods, materials, and equipment used in electronic installation, maintenance, repair and testing, general knowledge of pertinent Federal Communications Commission rules and regulations, and the requirements of reports to that agency.

Ability to locate and repair defects in radio receiving and transmitting equipment.

Skill in the use of radio equipment, tools and testing devices used in servicing such equipment.

Ability to provide a work environment which is orderly and controlled.

Proficiency in the operation of computers and related devices.

Ability to use discretion and judgment in developing and implementing a course of action. Has a clear and comprehensive understanding of Town policies regarding the department and Town function.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and perform repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly.

Must possess the visual acuity to perform the following:

- Preparing and analyzing data and figures

- Inspection of small defects or parts, operations, or inspection of machines

- Use of measurement devices

- Assembly or fabrication of parts

May be exposed to dust, grease, noise, inclement weather, temperature extremes, and unpleasant but not hazardous odors.

May possibly be deployed to natural disasters such as hurricanes, swift water rescue, hazmat incidents, etc.

Minimum Education and Experience

High School Diploma or GED, Vocational/Technical training with focus on Motorola and system management (CPS classes) along with five to seven years of related technical work experience.

Special Requirements

Valid North Carolina Driver's license.