

CITY OF GLENDALE

TITLE: Communications Systems Technician CLASS CODE: 630

REPORTS TO: Various GRADE: 23

DEPARTMENT: Various FLSA: N

JOB DESCRIPTION DATE: July 14, 2008 mac

JOB SUMMARY

Installs, repairs and maintains communications equipment including radio base station equipment, portable and fixed mobile radios, display systems and other related equipment.

ESSENTIAL FUNCTIONS

1. Ensure that equipment is in compliance with Federal regulations; perform equipment tests as part of preventative maintenance; adjust and tune FCC licensed transmitters when supervised by a licensed technician.
2. Provide technical assistance to users of the communication system; provide on-call support on evenings and weekends as needed.
3. Prepare schematic drawings; make recommendations based upon changes required in the system; revise procedures manual.
4. Maintain accurate records of operations such as systems performance, equipment inventory and daily activity summaries; record terminations of data and radio lines.
5. Assist in maintaining spare equipment and parts inventory.
6. Troubleshoot vehicular installations including control units, cabling, antenna and radio transceiver units to determine the origin of problems and to correct without further assistance of more qualified technicians.
7. Assist with installations of complex installs and troubleshooting procedures.
8. Troubleshoot and repair all varieties of electronic equipment in the field and in the shop under no supervision.
9. Conduct shop and field work in proper order taking into consideration items such as customer, date received, type of equipment and backlog.
10. Assist customers on the telephone to diagnose problems determining whether or not a service call is warranted.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Alarm and radio systems from both the technical and application standpoints
- Current improvements and developments in communications systems and equipment
- Federal Communications Commission rules and regulations
- Principles, practices, methods, terminology, and trends in communications engineering
- Technical and operating methods of tools, equipment, and materials used in communication equipment testing, repair, construction and maintenance work
- Windows-based PC software

Ability to:

- Communicate clearly, concisely and effectively, orally and in writing
- Establish and maintain effective working relationships
- Interpret and apply blueprints, drawings, complex schematics, and technical manuals
- Interpret and apply provisions of the Federal Communications Commission
- Keep abreast of current information and advancements in the field of electronics
- Observe, compare, or monitor data to determine compliance with prescribed operating or safety standards
- Operate standard office equipment including a personal computer

WORKING CONDITIONS

Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATIONS

College level coursework in electronic or communications engineering or a related field and three years experience in telecommunications operation, planning and design including RF systems and systems analysis.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Possession of a valid Arizona driver's license

Possession of a valid FCC radiotelephone operator's license depending on area of assignment