

*Code: 3542*

*Title: COMMUNICATIONS TECHNICIAN*

SUMMARY: Installs, maintains and repairs electronic, radio and communications equipment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Installs, repairs, maintains, services and modifies communications equipment such as base and mobile radios, microwave equipment including single-sideband-suppressed carrier multiplex, hybrids, antennas, towers and related telephone equipment-control equipment, recording equipment, base station antennas and transmission lines, monitoring and sound distribution systems;

Installs antennas, microwave dishes and associated cabling and wave-guides on transmitting towers;

Operates frequency and modulating measuring devices and other radio test equipment;

Maintains appropriate documentation of work performed, as required by Federal Communications Commission (FCC);

Repairs, maintains, and modifies emergency and warning lights used on county vehicles;

Prepares specification for, and evaluates, new equipment;

Makes written reports on activities both routine and of special project nature, and provides research data as required;

Assists in the training of new personnel;

May instruct other technicians in radio procedures and proper use of radio equipment.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles of electrical theory and maintenance;
- the operating principles of radio transmitting and receiving equipment;
- the methods, tools, equipment and materials used in radio testing, construction, repair and maintenance;
- appropriate Federal Communications Commission (FCC) rules, regulations and technical standards for transmitting equipment.

Skill in:

- installation, repairing, modifying and maintenance of the varied communications equipment;
- the use and care of the tools and equipment used in the work;
- operating modulating measuring devices and radio testing equipment to detect and repair radio equipment defects;
- preparing specifications for, and evaluating, new equipment;
- the use and care of the tools and equipment used in the work;
- maintaining manual and automated records and preparing reports;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:                    EITHER

(1) Two years of experience in electronic, radio or communications equipment installation, maintenance, and/or repair, and completion of 60 semester hours from an accredited college, university or vocational trade school in electronics, electronic equipment, radio and/or communications technology.

OR

(2) Four years of aforementioned required experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Class D Arizona Driver's License at the time of appointment. Some positions may require an appropriate Federal Communications Commission (FCC) license or certification at the time of appointment or prior to completion of initial probation.

Physical/Sensory Requirements: Some positions require climbing/work on towers, elevated or below-grade platforms. All positions require the ability to identify industry-standard color-coding of electrical and electronic component. Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.