

COMMUNICATIONS TECHNICIAN I

JOB DESCRIPTION

Classification Responsibilities: The Communications Technician I is an entry-level trainee class in which employees learn to perform the full scope of duties of a Communications Technician II through structured on-the-job training, as well as preparation for professional technician certification. Incumbents perform basic technical work in the installation, uninstallation, maintenance, modification, testing, and repair of electronic communications systems and related equipment and accessories, including both mobile and stationary equipment (i.e., base station units, vehicle and portable units, recorders, and electronic public safety-oriented equipment). This class is also responsible for performing related duties as required.

Distinguishing Features: The Communications Technician I differs from the Communications Technician II class by requiring closer supervision of duties, and by the II-level requiring professional certification as a technician within six months of hire or promotion date and performing more skilled technical work in maintaining and repairing radio communication systems. Employees in this class may progress through noncompetitive promotion to the Communications Technician II class by meeting the specific, criteria-based promotional requirements of performance, proficiency, and certification, as well as meeting the minimum requirements of the class. This class may receive lead supervision from Communications Technician II's and Communications Technician III's, and receives general supervision from the Communications Services Foreman through the inspection of completed projects and observation and evaluation of work in progress. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Any combination of education, training, and experience equivalent to a two-year course of study in electronics or electronics technology. One year of full-time employment in the installation, repair, and/or maintenance of electronic, avionic, marine, and/or two-way communications equipment.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date. Must possess a Federal Communications Commission (FCC) General Radiotelephone Operator License (GROL) within one year of hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification. Experience with personal computer (PC) software applications is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with Communications Department and user department employees, vendors, upper-level management, public officials and representatives, and the general public in order to establish and maintain effective working relationships.

Manual/Physical: Installs, uninstalls, and assists in repairing electronic equipment, communications equipment, and electromechanical devices required to maintain the City's radio communications systems. Assists in performing routine equipment maintenance and troubleshooting duties. Uses hand and small power tools, and special testing and diagnostic equipment to install and maintain communications equipment and vehicular-mounted, public safety-oriented, electronic equipment. Installs and relocates accessories, base and mobile radio units, building and vehicular cabling, and similar equipment and accessories. Operates a vehicle requiring a standard Arizona Driver's License to travel to work sites in order to accomplish tasks, to pick up and drop off vehicles as required, to move vehicles in bays at worksite, and operate power-driven machinery (vacuum sweepers and buffers). Distinguishes colors to identify wiring and electronic components. Detects traffic sounds and backup warning devices when working around traffic and moving equipment. Inspects job site conditions and work procedures to ensure compliance with established safety and operating standards. Enters data into a PC to program radios. Performs physical inventories of electronic equipment. Works with cleaning fluids and paints. Cleans work area and electronic equipment. Moves objects (i.e., electronic equipment, such as light bars and radios weighing up to 70 pounds using a cart or other aid to assist with the lifting) for distances of up to 100 feet. Works at elevated levels (i.e., antenna wiring and installation), in small, cramped areas, and in a variety of weather conditions. Meets scheduling and attendance requirements.

Mental: Resolves procedural and operational installation problems. Coordinates electronic equipment installation activities with other City departments. Conducts research and analyzes data in troubleshooting electronic equipment failures. Prioritizes own work assignments. Interprets sketches and schematic drawings relating to equipment installation work. Performs mathematical calculations. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skills/Abilities:

Knowledge of:

the principles of electrical, electronic, and radio theory;
the methods, tools, equipment, and materials used in radio testing, repair, and maintenance work;
the installation and maintenance procedures, techniques, and practices for base and mobile equipment; and
the use, calibration, and care of electronic testing equipment.

Skill in:

the care and use of hand and small power tools and diagnostic equipment; and
welding custom bracket fabrication.

Ability to:

install, uninstall, and assist in the repair and maintenance of electronic equipment, communications equipment, and electromechanical devices;
install and relocate various accessories, base and mobile radio units, building and vehicular cabling, and similar equipment and accessories;
fabricate brackets for safely installing vehicle-mounted equipment;
identify and resolve installation problems; and
interpret drawings, sketches, and schematics relating to equipment installation work.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Industrial Code 1/16

CT/vl/co

CS3951.DOCX

EEO-Tech

JOB FCTN-TEC

INCREMENTS 62-200

PAY GRADE: 42

IND-9516

SWORN-No