

COMMUNICATIONS TECHNICIAN TRAINEE

JOB DESCRIPTION

Classification Responsibilities: A Communications Technician Trainee learns to perform the full scope of duties of a Communications Technician I through a structured, on-the-job training program. Duties that are learned include: performing 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 responsible for performing related duties as required.

Distinguishing Features: Employees of this classification may progress to the Communications Technician I class by noncompetitive promotion after successful completion of on-the-job training, by meeting the specific, criteria-based promotional requirements of performance, proficiency, and certification, by meeting the minimum requirements of the classification, and demonstrating the level of competency necessary to independently perform the duties of a Communications Technician I. This class receives general supervision from the Communications Radio Shop Coordinator through the inspection of completed projects and observation and evaluation of work in progress. This class is FLSA nonexempt.

QUALIFICATIONS

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.

Special Requirements. Must possess a valid Arizona Driver's License by hire 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 Qualifications. Experience with personal computer (PC) software applications is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with Communications Unit 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: Learns to install, uninstall, and assist 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 work site, 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: Learns to resolve procedural and operational installation problems. Learns to coordinate electronic equipment installation activities with other City departments. Conducts research and analyzes data in troubleshooting electronic equipment failures. Learns to interpret sketches and schematic drawings relating to equipment installation work. Performs mathematical calculations. Learns job-related material through on-the-job training and in classroom settings.

Knowledge/Skill/Abilities:

Knowledge of the principles of electrical, electronic, and radio theory.

Skill in the care and use of hand and small power tools and diagnostic equipment.

Ability to:

- learn to install, uninstall, and assist in the repair and maintenance of electronic equipment, communications equipment, and electromechanical devices;
- learn to install and relocate various accessories, base and mobile radio units, building and vehicular cabling, and similar equipment and accessories;
- learn to identify and resolve installation problems;
- learn to interpret drawings, sketches, and schematics relating to equipment installation work;
- learn the methods, tools, equipment, and materials used in radio testing, repair, and maintenance work;
- learn installation and maintenance procedures, techniques, and practices for base and mobile equipment;
- and
- learn to use, calibrate, and maintain electronic testing equipment.

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.

Communication Technician Trainee

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TO/co/pa

CS3665.DOCX

EEO-Tech

NDOT SAFETY-Yes

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-TEC

INCREMENTS 62-200

PAY GRADE: 37

SECURITY-No

CDL-No

IND-9519

SWORN-No