



Public Safety Radio & Technology Technician

#0220

County of Pulaski, Virginia – Job Description

Date of Last Revision: 09/14/2021

FLSA Status: Non-Exempt, Full Time

Reports To: Deputy Director - Operations

9-1-1 Center Pay Grade: 01

Probationary Period: 12 Months

MISSION STATEMENT

It is the mission of the Pulaski County Joint 9-1-1 Communications Center to safeguard the lives and property of the people we serve, serve as the communications link between the citizen and public safety agencies, and to enhance public safety while working with diverse communities to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

In carrying out our mission, we recognize that service is our one and only product and we share a common, ongoing goal to provide it at the most superior and professional level possible. We also recognize that our strength and success is tied directly to the individual and unique contributions of each of us working in a spirit of cooperation and teamwork with our public safety associates both within and outside the center.

CLASS SUMMARY

Under the general supervision of the Joint 9-1-1 Communications Center Deputy Director of Operations to perform public safety radio system design, troubleshooting, repairs, programming, and installation. Optimizes, maintains, and repairs two-way and wireless communications systems including complex LMR radio systems and all associated systems for the 9-1-1 Communications Center and the 9-1-1 Center's public safety partners.

REPRESENTATIVE WORK FUNCTIONS AND RESPONSIBILITIES

Employee(s) in this job participate in and oversee the installation, inspection, maintenance and repair of two-way radios, microwave systems, two-way radio system infrastructure, and other electronic communications monitoring, and accessory equipment.

- Installs, tests, repairs, and maintains base, mobile, repeaters, and portable two-way radios and accessory equipment.
- Installs and maintains electronic surveillance and security systems.
- Installs, repairs and maintains microwave radio and multiplex equipment, both analog and digital, and point to point communications systems.
- Operate and maintain mobile electronic service shop truck or other service vehicle.
- Modifies existing equipment to meet present needs.

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

PUBLIC SAFETY RADIO & TECHNOLOGY TECHNICIAN

- Assists in the planning and designing of new installations, systems, and equipment.
- Coordinates and manages all FCC frequency assignments, modifications, and licensing with the 9-1-1 Center's frequency coordination contractor.
- Check's frequencies and solves interference problems.
- Provides technical expertise in the consideration of equipment and systems needs and concerns.
- Repairs and maintains test equipment.
- Periodically performs preventative maintenance checks, completes and files reports with the Deputy Director of these checks.
- Attends training and reads publications to remain current in electronic technology.
- Provides technical support to co-workers and end-users as needed.
- Maintains logs and prepares reports.
- Maintains inventory of equipment and parts.
- Completes projects while working with other County departments (i.e. Information Technology) as needed to complete assignments.
- Corresponds and works with contractors as needed.
- Performs related work and other duties as assigned.

PERFORMANCE STANDARDS

Demonstrate proficient knowledge of how to operate, repair, and upgrade a complex public safety radio system, and associated subscriber unit equipment.

MINIMUM QUALIFICATIONS

- Must be at least 18 years old and have a High School Diploma or GED.
- Must be a United States citizen or have been a lawful resident of the United States for the past 10 consecutive years.
- Associates degree in electronic technology preferred but not required.
- Experience working with public safety radio systems and infrastructure preferred.
- Current or prior amateur radio certification/license (HAM) preferred but no required.

SPECIAL REQUIREMENTS

- Must be able to work any shifts and shift rotations (days/nights) including weekends and holidays and be available to work overtime when required to meet operational needs.
- This position will be "On-Call" 24 hours a day, 7 days a week for emergency call-outs as needed.
- Pass criminal history and thorough background investigation.
- Must possess a valid Virginia driver's license

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KNOWLEDGE-SKILLS-ABILITIES REQUIRED TO PERFORM SATISFACTORILY

A. KNOWLEDGE

1. Knowledge of the principles of two-way radio communication.
2. Knowledge of the design principles of radio equipment.
3. Knowledge closed circuit surveillance, monitoring, and security systems and equipment.
4. Knowledge of two-way radio equipment, components and systems.
5. Knowledge of the principles of microwave radio and multiplex communications systems.
6. Knowledge of solid-state electronics, the operational design of circuits, and electronic testing equipment.
7. Knowledge of digital technology.
8. Knowledge of IP based communications systems.
9. Knowledge of state and federal two-way radio regulations.
10. Knowledge of safety procedures, techniques and equipment.
11. Knowledge of the common causes of failure that occur in radio transmitting and receiving equipment.
12. Knowledge of principles of antenna design and construction.
13. Knowledge of current developments in the field of communications.

B. ABILITIES

1. Ability to remove and install two-way radios, repeaters, microwave systems, sirens, radar units, and other equipment.
2. Ability to read and use schematic diagrams.
3. Ability to apply rules and guidelines to specific situations.
4. Ability to interconnect electronic components and into a functional system.
5. Ability to adapt electronic components and equipment for specific uses.
6. Ability to use electronic testing equipment and hand tools.
7. Ability to complete and maintain records and forms.
8. Ability to maintain an inventory of equipment and parts.
9. Ability to drive vehicles associated with the work.
10. Ability to communicate effectively.
11. Ability to maintain favorable public relations.
12. Ability to organize and coordinate the work independently with minimal instruction.
13. Ability to establish work priorities.
14. Ability to perform the most complex radio/communications technician assignments.

WORKING CONDITIONS

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential

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functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: The County of Pulaski follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The County shall not discriminate on the basis of disability in its hiring and employment practices. The County shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the County's business.

PHYSICAL REQUIREMENTS:

- The job duties require an employee to lift and/or move heavy objects
- Climb structures higher than fifty feet.
- Walk extended distances to reach remote radio site facilities that vehicle may not be able to access.

ENVIRONMENTAL CONDITIONS:

Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.

- Work is performed in the field as well as in an office or shop.
- Requires frequent travel as well as the transport of heavy equipment and exposure to high voltage power sources and RF energy.
- Some jobs require an employee to work on high structures including communications towers and water tanks.
- Some jobs require an employee to be exposed to hazardous work environments.
- Some jobs require an employee to be exposed to inclement weather conditions.
- Some jobs require an employee to work where there is a significant chance of injury.

SENSORY REQUIREMENTS: Sensory refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity and field of vision and speaking. Hearing must comply with the National Emergency Number Association (NENA).

I have read, understand, and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all Pulaski County and Pulaski County Joint 9-1-1 Communications Center policies and procedures.

Employee: _____

Date: _____

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