



JOB DESCRIPTION

JOB TITLE: Telecommunications Technician

JOB CODE: 3380

DEPARTMENT: Technology Services/Communications

FLSA STATUS: Non-Exempt

REPORTS TO: Communications Manager

SUMMARY OF JOB PURPOSE

Under general supervision, performs highly skilled, journey-level installation, maintenance, and repair of the County's public safety radio, telecommunications and microwave data network infrastructure.

ESSENTIAL FUNCTIONS

1. Maintains the communications system for Douglas County; develops configurations for the County's communications systems; integrates new telecommunications equipment and software.
2. Installs, tests, repairs and maintains various forms of communications equipment; performs repairs on portable and mobile two-way radios, pagers, voter receivers, base stations, repeaters, multiplexers, digital and analog microwave equipment, computer aided dispatch radio consoles, vehicle extenders, and remote radio controllers; maintains County telephone PBX wiring system.
3. Interprets schematic diagrams, generates hand drawings and computer generated drawings, creating site documentations, layout of equipment within equipment rooms, designs radio paths, and troubleshoots interference issues.
4. Monitors, troubleshoots, and resolves basic system problems; works with various electronic test equipment, such as RF service monitors, oscilloscopes, metering panels, audio test sets, etc.; identifies, resolves, and repairs issues; documents and maintains accurate records for repair and maintenance on equipment.
5. Works with end-users to resolve individual communication issues; collects maintenance and error rate information, and compiles data for reports; recommends improvements in technical systems and procedures.
6. Researches and recommends new equipment; designs, modifies and tests communications systems, remote control equipment, monitoring systems and test fixtures; develops procedures as needed.
7. Attends and participates in Radio Users Group (RUG) to provide recommendations, technical expertise and training to end-users.
8. Responsible for maintaining inventory levels and re-supply of emergency repair and return equipment to ensure that adequate spares are on hand for all emergency situations
9. Performs and documents preventive maintenance procedures; checks equipment and communications sites; verifies power levels and frequencies are within licensed parameters.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's Degree in Electronics, Communications, or other closely related field and two (2) years technical experience working with analog, digital, and trunked communications systems; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent, and create and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of theory and principles of electronics, radio communications, analog, digital and trunked communications systems, and data telemetry; Federal Communications Commission laws, rules, and regulations relating to communications equipment; OSHA and County safety procedures and regulations; techniques, tools and test equipment for troubleshooting, repair and maintenance of communications equipment; mobile radio equipment and base stations, pagers, repeaters, antennas, combiners, duplexers, and related support equipment; emergency services communications needs and methods of installation of equipment; specialized technical software applications; County policies and procedures; remain current on the latest developments in the communications industry through trade and vendor publications, professional seminars, and county sponsored training.

Ability to use basic hand tools, equipment and procedures for repairing telecommunications equipment and peripheral devices; troubleshoot complex radio communications issues; operate a four-wheel-drive vehicle, bucket truck, and man-lift; work with snow traversing equipment and around aircraft; assess and prioritize multiple tasks, projects and demands; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in reading technical diagrams and blueprints and maintaining accurate records of work performed; reading, understanding, interpreting and applying applicable Federal rules and regulations, and County policies and procedures; operation and maintenance of a variety of hand, power and shop tools and test equipment used in telecommunications; analyzing technical issues, evaluating alternatives, and making logical recommendations based on findings; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies.

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Basic proficiency utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; FCC General Class Radiotelephone Operator license recommended within one (1) year of appointment; may be required to obtain specific, additional skill and/or technical certifications.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee must be able to work on a ladder or at heights above 10 feet, and climb towers.

WORKING ENVIRONMENT

Work is performed outdoors, in remote locations in diverse weather conditions, and in an office environment; requires travel to communication sites located in various areas of the county and remote mountaintops to perform repairs and maintenance on communications equipment.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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