



## RADIO SERVICES JOB DESCRIPTION

Job Title: **Radio Services Supervisor**

Job Code: **RS110**

Pay Grade: **128**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **September 2022**

### NATURE OF WORK

Under limited supervision, plans, coordinates, and supervises the operations and activities of the Lewis County Radio Services Department; designs, repairs and maintains County radio systems and equipment; and supervises assigned personnel.

### ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Initiates, oversees, and participates in the design, installation, maintenance, programming, and repair of County-owned emergency response and public service radio systems and equipment.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors staff for compliance with departmental policies and procedures.
- Assists in managing and administering the budget for all County-owned equipment and infrastructure projects; ensures accurate and timely use of County-funds in accordance with all State and federal funding sources, such as ARPA (American Rescue Plan Act) and other special grant-related guidelines.
- Assists in researching and assisting local agencies in delivery of state and federally funded projects; resolves project delivery issues between local agencies and funding agencies.
- Monitors compliance with contract requirements and identifies areas of non-compliance and potential claims; interprets and applies contracting principles, applicable laws, regulations, and policies and procedures.
- Evaluates County communication system requirements; recommends systems and equipment necessary to meet the needs of the County and end users.
- Tracks project expenditures of the equipment assembly, installs, and maintenance of backup power systems meet the optimization of radio, paging, and telephone equipment.
- Monitors the design, installations, maintenance, and repairs of the new and existing two-way radio systems including microwave and voting receiver components.
- Provides recommendations to correct malfunctions occurring in base stations, mobiles, portables, microwave radio and multiplex equipment, auxiliary power equipment, microprocessor radio dispatch

consoles, recorders, amplifiers, antennas, cables, and electrical systems.

- Participates in planning, preparing, and administering the Department's annual budget.
- Evaluates County communication system requirements; recommends systems and equipment necessary to meet the needs of end users.
- Installs, programs, optimizes, and maintains console control equipment, recording equipment, and electronic devices.
- Assembles, installs, and maintains backup power systems; provides for the optimization of radio, paging, and telephone equipment.
- Designs, installs, maintains, and repairs new and existing two-way radio systems including microwave and voting receiver components.
- Installs, maintains, and repairs antennas and solar power systems.
- Originates, designs, fabricates, adjusts, repairs, and/or replaces systems, circuits, and components.
- Locates, diagnoses, and corrects malfunctions occurring in base stations, mobiles, portables, microwave radio and multiplex equipment, auxiliary power equipment, microprocessor radio dispatch consoles, recorders, amplifiers, antennas, cables, and electrical systems.
- Monitors and maintains parts inventory for existing communications systems.
- Maintains and ensures the accuracy and currency of Federal Communications Commission licensing.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Provides 24/7 call out resolution in relation to after-hours communications issues.

#### **WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in and around County facilities and in the field; involves exposure to variable weather conditions, uneven terrain, working at heights, and electrical currents; subject to sitting, standing, walking, bending, reaching, climbing ladders and towers, operating equipment, and occasional heavy exertion.

#### **EMPLOYMENT STANDARDS:**

Associate's Degree in Telecommunications Technology or a closely related field; AND five (5) year's electronics maintenance experience, including two (2) year's supervisory experience.

A FCC Operator's License and a valid Driver's License are required.

#### **KNOWLEDGE AND SKILLS:**

##### **Knowledge of:**

- County policies and procedures.
- Principles and practices of radio communications.
- Radio communications systems and equipment.
- Communications equipment relative to emergency response and public service operations.
- Departmental tools, equipment, and diagnostic devices.
- Inventory control principles.
- Processes for preparing and administering budgets.
- Supervisory principles, practices, and methods.

**Skills in:**

- Supervising and coordinating the maintenance and repair of radio communications equipment.
- Designing, installing, programming, and maintaining radio communications systems.
- Locating, diagnosing, and troubleshooting system malfunctions.
- Monitoring and maintaining parts inventories.
- Establishing and maintaining effective working relationships with staff, County departments, system end users, and outside agencies.
- Communicating effectively verbally and in writing.
- Developing and administering budgets.
- Supervising, leading, and delegating tasks and authority.