



RADIO SERVICES TECHNICIAN JOB DESCRIPTION

Job Title: **Radio Services Technician**

Job Code: **RS112**

Pay Grade: **124**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **April 2016**

NATURE OF WORK

Under general supervision, performs a variety of technical functions involving the maintenance and repair of Lewis County radio communications systems and equipment.

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.*

- Installs, programs, optimizes, and maintains console control equipment, base stations, mobile radios, portable radios and electronic devices.
- Assembles, installs, and maintains backup power systems.
- Programs electronic equipment using specialized software or terminal emulation on a personal computer or electronic device
- Configure computer radio equipment
- Provides for the optimization of radio, paging, and telephone equipment.
- Creates radio network accessibility using VOIP/RoIP or other internet based communications systems.
- Inspects properties for radio-site preparation and radio tower construction. Designs, installs, repairs, and maintains new and existing two-way radio systems including microwave and voting receiver components
- Originates, designs, fabricates, adjusts, repairs, and/or replaces systems, circuits, and components.
- Installs, maintains, and repairs antennas and solar power systems.
- Climbs radio towers in accordance with current safety regulations.
- 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.
- Utilizes and maintains a variety of departmental equipment, tools, and diagnostic devices.
- Provides 24/7 call out in response to emergency repair of essential telecommunications and/or electronic equipment.
- Assists in the procurement of telecommunication system components.

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 two (2) year's electronics maintenance 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.
- Electronic circuitry and components.
- Networking protocols such as subnetting, vlan's, and basic switch and router configurations.
- Computer, digital, microwave, and MUX systems.

Skills in:

- Coordinating and performing a variety of technical radio communications maintenance functions.
- Installing, programming, and maintaining County radio communications equipment.
- Locating, diagnosing, and troubleshooting system malfunctions.
- Establishing and maintaining effective working relationships with other staff, County departments, system end users, and outside agencies.
- Communicating effectively verbally and in writing.