

CITY OF SAN JOSE

COMMUNICATIONS TECHNICIAN (8525)

CLASS PURPOSE

Under general supervision, performs work of moderate difficulty in the installation, maintenance and repair of telephone, fixed, mobile radio communications, and associated electronic equipment. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).

Installs, services and repairs base and mobile radio transmitters and receivers, antennas, remote controls, microwave equipment, radar speed equipment, inter-communications, sound systems, video systems, telephone and other electronic equipment.

Constructs or modifies electronic communications and data equipment; develops interconnect circuitry; performs research and tests on equipment; evaluates equipment performance and checks test equipment.

Troubleshoots and repairs antennas and cables on towers and buildings.

Tests circuits, transistors, and other parts, using various specialized test equipment.

Isolates defects in equipment, corrects them or replaces the parts.

Measures frequencies, modulation, and power output of radio and radar transmitters, ensuring compliance with federal regulations.

Adjusts transmitters and receivers for maximum efficiency and makes field surveys to determine coverage.

Constructs and assembles communications and radio monitor equipment.

Checks, services and makes minor repairs, or calls for repair, of emergency generators to insure operation when needed.

Prepares work sheets of all telephone systems and maintains equipment inventories.

Prepares reports as required.

DISTINGUISHING CHARACTERISTICS

This is the fully-skilled journey level of Technician. Incumbents install, maintain and repair public safety radio equipment, City telephone and video equipment and systems. This class differs from the next higher class of Senior Communications Technician in that incumbents of that class exercise supervision over this class.

With the consolidation of telephone and video with land mobile communications equipment and systems, the selective certification process will be utilized, requiring training and experience in only one of the functions.

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QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the tools, equipment, practices and methods of installing and repairing electronic communications equipment.

Knowledge of the construction, assembly, repair and operation of mobile radio and associated systems and equipment.

Knowledge of the installation, maintenance and repair of telephone systems, including KTS and Merlin systems.

Knowledge of the installation, maintenance and repair of video systems, including closed circuit cameras and monitors.

Knowledge of the tools, equipment, practices and methods of installing telephone systems.

Knowledge of end-user telephone design utilizing Merlin systems electronic telephone equipment.

Ability to read schematic diagrams.

Ability to perform skilled shop work in the maintenance and repair of radio and electronic communications equipment.

Ability to keep records and write reports as required.

Ability to lift radios and other electronic equipment weighing as much as 75 pounds may be required.

Competency Knowledges, Skills and Abilities

Knowledge of fixed, mobile radio, video systems, telephone, wireline data, leased wireline systems, and associated electronic systems and equipment used in the City of San Jose.

Ability to supervise the work of others.

Training and Experience

Any combination of training and experience equivalent to completion of a two-year college curriculum in radio communications or electronics and one (1) year of experience in the installation, maintenance and repair of land mobile communications equipment, or end-user electronic telephone systems and equipment, or video systems, including closed circuit cameras and monitors.

Licenses/Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

For those positions selectively certified to the land mobile radio function, possession of a valid General Class Radiotelephone Operators license, issued by the Federal Communications Commission, or an equivalent Communications Technician Certification, issued after examination by a recognized two-way radio professional organization is required.

For those positions selectively certified to the Telecommunications function, certification by a telephone organization as being qualified in the maintenance, installation and repair of KTS and the Merlin System is required.

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COMMUNICATIONS TECHNICIAN (8525)

CLASS PURPOSE

Under general supervision, performs work of moderate difficulty in the installation, maintenance and repair of base and mobile radio communications equipment. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).

Installs, services and repairs base and mobile radio transmitters and receivers, antennas, remote controls, microwave equipment, radar speed equipment, inter-communications, sound systems, and other electronic equipment.

Troubleshoots and repairs antennas and cables on towers and buildings.

Tests circuits, transistors, and other parts, using various specialized test equipment.

Isolates defects in equipment, corrects them or replaces the parts.

Measures frequencies, modulation, and power output of radio and radar transmitters ensuring compliance with federal regulations.

Adjusts transmitters and receivers for maximum efficiency and makes field surveys to determine coverage.

Constructs and assembles communications equipment and radio monitor equipment.

Checks, services and makes minor repairs, or calls for repair, of emergency generators to insure operation when needed.

Prepares reports as required.

DISTINGUISHING CHARACTERISTICS

This is the fully-skilled journey-level of Technician. This class differs from the next higher class of Senior Communications Technician in that incumbents of that class exercise supervision over this class.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the tools, equipment, practices and methods of installing and repairing electronic communications equipment.

Knowledge of the construction, assembly, repair and operation of mobile radio and associated systems and equipment.

Ability to read schematic diagrams.

Ability to perform skilled shop work in the maintenance and repair of radio and electronic communications equipment.

Ability to keep records and write reports as required.

Ability to lift radios and other electronic equipment weighing as much as 75 pounds may be required.

Competency Knowledges, Skills and Abilities

Knowledge of the systems and equipment used in the City of San Jose.
Ability to supervise the work of others.

Training and Experience

Any combination of training and experience equivalent to completion of a two-year college curriculum in radio communications or electronics and one (1) year of experience in the installation, maintenance and repair of mobile communications equipment.

Licenses/Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

Possession of a valid General Class Radiotelephone Operators license, issued by the Federal Communications Commission, or an equivalent Communications Technician Certification issued after examination by a recognized two-way radio professional organization.

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COMMUNICATIONS TECHNICIAN (8525)

CLASS PURPOSE

Under general supervision, performs work of moderate difficulty in the installation, maintenance and repair of telephone, fixed, mobile radio communications, and associated electronic equipment. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).

Installs, services and repairs fixed, mobile radio transmitters and receivers, antennas, remote controls, microwave equipment, radar speed equipment, inter-communications, sound systems, video systems, telephone, and other electronic equipment.

Constructs or modifies electronic communications and data equipment; develops interconnect circuitry; performs research and tests on equipment; evaluates equipment performance and checks test equipment.

Troubleshoots and repairs antennas and cables on towers and buildings.

Tests circuits, transistors, and other parts, using various specialized test equipment.

Isolates defects in equipment, corrects them or replaces the parts.

Measures frequencies, modulation, and power output of radio and radar transmitters ensuring compliance with federal regulations.

Adjusts transmitters and receivers for maximum efficiency and makes field

surveys to determine coverage.

Constructs and assembles communications and radio monitor equipment.

Checks, services and makes minor repairs, or calls for repair, of emergency generators to insure operation when needed.

Prepares work sheets of all telephone systems and maintains equipment inventories.

Prepares reports as required.

DISTINGUISHING CHARACTERISTICS

This is the fully-skilled journey-level of Technician. Incumbents install, maintain and repair both City telephone equipment and public safety radio equipment. This class differs from the next higher class of Senior Communications Technician in that incumbents of that class exercise supervision over this class.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the tools, equipment, practices and methods of installing and repairing electronic communications equipment.

Knowledge of the construction, assembly, repair and operation of mobile radio and associated systems and equipment.

Knowledge of the installation, maintenance and repair of telephone systems, including KTS and Merlin systems.

Knowledge of the installation, maintenance and repair of video systems, including closed circuit cameras and monitors.

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Minimum Knowledges, Skills and Abilities (Continued)

Knowledge of the tools, equipment, practices and methods of installing telephone systems.

Knowledge of end-user telephone design utilizing Merlin system electronic telephone equipment.

Ability to read schematic diagrams.

Ability to perform skilled shop work in the maintenance and repair of radio and electronic communications equipment.

Ability to keep records and write reports as required.

Ability to lift radios and other electronic equipment weighing as much as 75 pounds may be required.

Competency Knowledges, Skills and Abilities

Knowledge of fixed, mobile radio, video systems, telephone, wireline data, leased wireline systems, and associated electronic systems and equipment used in the City of San Jose.

Ability to supervise the work of others.

Training and Experience

Any combination of training and experience equivalent to completion of a two-year college curriculum in radio communications or electronics and one (1)

year of experience in the installation, maintenance and repair of mobile communications equipment or end-user electronic telephone systems and equipment.

Licenses/Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

Possession of a valid General Class Radiotelephone Operators license, issued by the Federal Communications Commission, or an equivalent Communications Technician Certification issued after examination by a recognized two-way radio professional organization may be required.

Certification by a telephone organization as being qualified in the maintenance, installation and repair of KTS and Merlin System may be required.

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