

City of San Jos

SENIOR COMMUNICATIONS TECHNICIAN (8524)CLASS PURPOSE

Under general supervision, performs work of moderate difficulty in leading and working with technicians in the installation, maintenance and repair of communications equipment, including mobile and portable radios, mobile data systems, base and control stations, microwave systems, paging systems, dispatch consoles, central electronics banks (CEB), voting receivers and comparators, and closed circuit video security systems. 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.)

- Leads and works with technicians and installers in the installation, maintenance and repair of the above listed types of communications systems and equipment.
- Receives and assigns trouble reports, preventative maintenance work orders and project assignments. May establish priorities and prepare work schedules.
- Inspects and evaluates new installations of fixed and mobile equipment.
- Assists Communications Technicians in solving problems requiring advanced knowledge and experience.
- Makes recommendations for the replacement of non-repairable equipment.
- Receives and reviews material and parts requests from Communications Technicians.
- Prepares reports of completed specialized assignments and projects.
- Updates technical documentation including wiring block assignments, CEB programming and configurations, as-built drawings of installed equipment at City radio sites, specialized vehicular installations, and diagrams of the City's various communications systems.
- Provides recommendations for process improvement changes with the input of technical staff.
- Constructs and modifies communications equipment and performs research on new equipment.

DISTINGUISHING CHARACTERISTICS

This is the lead class in the Communications Technician series. This class differs from the class of Communications Technician in that incumbents of that class receive lead direction from this class.

This class differs from the higher class of Chief Communications Technician in that an incumbent of that class is responsible for directing and supervising work in a major technical section of the department.

QUALIFICATIONS

Minimum Knowledge, Skills and Abilities

- Knowledge of the installation, repair, and maintenance practices used in the land mobile and public safety communications industry
- Knowledge of communications equipment testing and evaluation techniques.
- Knowledge of and ability to use computers, software applications, and operating systems in the current communications industry.
- Ability to read, interpret, and draw schematic diagrams.

Competency Knowledges, Skills and Abilities

- Knowledge in the operation, installation, repair and maintenance of mobile and portable radios, mobile data systems, base and control stations, microwave systems, paging systems, dispatch consoles, central electronics banks, voting receivers and comparators, and closed circuit video security systems; ability to performed skilled shop work in these areas.
- Knowledge of supervision, continuous improvement techniques and processes.
- Knowledge of and ability to use and work with the communications systems and equipment used by the City of San Jos .
- Ability to lead a group of Communication Technicians in a communications service type environment.

Education

Successful completion of a two-year college curriculum in electronics communications or electronics engineering from an accredited college or university.

Experience

Three (3) years of experience in the installation and repair of communications and other electronic equipment including two (2) years of experience in the area of public safety communications.

Acceptable Substitutions

- Additional years of increasingly responsible experience at a level equivalent to a City of San Jos Communication Technician may be substituted for up to two (2) years of the required education on a year-for-year basis.
- There will be no substitute for the two (2) years experience in the area of public safety communications.

Licenses/Certificates

- Possession of a valid drivers license authorizing operation of a motor vehicle in the State of California.

- Possession of a Radiotelephone Technician Certificate issued by the Association of Public Safety Communications Officials (APCO)

or

- Possession of a Technician Certificate issued by National Association of Business and Education Radio/Personal Communications Industry Association (NABER/PCIA)

or

- Possession of a Technician Certificate issued by National Association of Radio and Television Engineers (NARTE)

or

- Possession of a General Class Radio Telephone Operators License issued by the Federal Communications Commission (FCC).