



Classification: Communications Technician II
Title Code: V07445
Pay Range: E03

POSITION SUMMARY:

This position requires highly skilled work in the installation and removal of mobile communications equipment. It also involves troubleshooting, diagnosing and repairing technical problems that occur as a result of the installation process. Work involves the preparation of equipment for installation, proficient use of test, repair and programming equipment and application of various antenna tuning and installation techniques. The technician is able to provide technical guidance to installers of lower classification. Work is performed under general oversight of a designated supervisor who reviews work upon completion.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Installs, removes, repositions, and exchanges communications equipment in new, used, and reassigned vehicles (e.g., mobile radios, scanners, CB radios, electronic sirens, vehicular repeaters, traffic radars, digital video recorders, cameras, mobile computing devices, cellular telephones, and related equipment).

Tests sirens, scanners, CB radio equipment, and mobile microphones prior to installation.

Prepares equipment for installation, including construction of installation platforms, brackets, cabling, antennas and related installation materials.

Installs bench-tested communications equipment in new vehicles (e.g., mobile radios, scanners, CB radios, extenders, electronic sirens, and related equipment).

Conducts basic performance tests for radio frequency power output, modulation and frequency after installation of the equipment.

Troubleshoots and repairs minor problems that occur as a result of the installation process.

Repairs power cables and antenna leads as needed.

Integrates equipment into the interiors of various vehicle configurations.

Accesses and updates database installation and inventory files.

Prepares reports on equipment installation and removal in order to maintain accurate inventory records.

Operates patrol vehicles to ensure equipment functions in accordance with manufacturer's recommendations.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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Working knowledge of policies and practices of the Technical Section of the Communications Division and how the section supports the general responsibilities of the division.

Working knowledge of the basic principles of installing commercial mobile radio equipment.

Working knowledge of direct current as it applies to mobile radio equipment.

Working knowledge of basic troubleshooting techniques used in mobile radio performance testing.

Working knowledge of the methods, tools and practices used in the installation and removal of radio equipment.

Skill in the use of tools essential in the removal and installation of communications equipment.

Skill in the use of communications test equipment.

Ability to access and perform data entry into a computer database.

Ability to prepare reports on equipment installation and removal.

Ability to follow precise and detailed installation procedures.

Ability to disconnect, remove and transport mobile radio transmitters and associated equipment from the trunk or under dash area of a mid-sized vehicle.

Ability to work in varying temperature extremes both inside and outdoors.

Ability to lift and position equipment weighing 50 pounds (e.g., spare tires and trunk mounted communications equipment, etc.).

Ability to work standing or sitting in confined areas, such as the interior of a vehicle or trunk for extended periods of time.

Ability to safely operate small power tools and various hand tools used in the installation process.

Ability to safely use soldering iron and electronic testing equipment associated with the communications trade.

Ability to pursue logical troubleshooting procedures to determine the cause of equipment malfunctions.

Ability to function as a team leader for other installers.

Ability to prepare reports on equipment installation and removal.

Ability to follow oral and written directions.

Ability to exercise judgment and discretion.

Ability to operate basic office equipment as detailed in the description of duties.

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Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must have successfully completed a total of three years as a Communications Technician.

Must meet the qualifications outlined in Section 43.060 RSMo.

NECESSARY SPECIAL REQUIREMENTS:

Must be a resident of Missouri throughout employment.

Must be of good character and never been convicted of a felony or any crime involving moral turpitude.

Pursuant to General Order 26-04, uniformed civilian employees hired after January 25, 1995, will not have tattoos/brands that a reasonable person would find offensive, such as tattoos/brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any tattoos/brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform. Radio Personnel will adhere to hair regulations pertaining to length, style, and color. Radio Personnel will adhere to restrictions that limit the type and style of jewelry displayed or discernable on other parts of the body. Radio Personnel will not wear any personal or elective item that has the potential to inhibit clear speech during routine and emergency situations. These items include, but are not limited to, tongue jewelry, studs, inserts or item associated with mouth and tongue piercing.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.