



Classification: Probationary Communications Technician (Field)

Title Code: V07442

Pay Range: E01

POSITION SUMMARY:

This is an entry-level position assigned to GHQ and domiciled at any of the troop headquarters. Technical Section personnel of any rank may be assigned this position. This person is responsible for ensuring the proper installation, repair, functioning and maintenance of the patrol or MOSWIN (Missouri Statewide Interoperability Network) base stations, master sites, dispatch consoles and mobile radio equipment located in the assigned district. The individual also assists the troop Operations Chief with technical problems and planning and implementation of command post communications systems, as needed. General supervision and direction is received from the Infrastructure Support Unit Section Chief with considerable independent judgment, decision-making and discretion required.

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.)

Performs mobile equipment (e.g., two-way radio equipment, scanners, hand-held radios, emergency signaling equipment and video recording equipment) repair and maintenance.

Performs base station equipment installation, routine maintenance and emergency repairs.

Performs master site routine maintenance and emergency repairs.

Performs weigh station equipment and sound system repair and maintenance.

Performs maintenance and testing of uninterruptible power supplies.

Performs maintenance and repair of emergency power system for troop headquarters.

Prepares reports (e.g., repairs, scheduled maintenance, emergency repair, parts acquisition, equipment allocation, suggestions for improvements to patrol radio equipment and systems, etc.).

Performs maintenance and repairs to radio console and telephone systems, instruments and equipment at troop headquarters, weigh stations, zone offices and driver examination stations.

Performs repair of logging recorders located at troop headquarters used for recording radio traffic and designated telephone lines.

Performs job-related travel throughout the state to assist in the repair and maintenance of radio equipment.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of electronics theory related to radio technology.

Working knowledge of the telecommunications systems utilized by the Patrol and Department of Public Safety.

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Working knowledge of the policies and procedures of the User Support, Infrastructure Support and Operations Support units of the Communications Section of the Information and Communications Technology Division and how they supplement the general responsibilities of the division.

Skill in the use of hand tools, multimeter, service monitor, test sets, soldering equipment, electric drill, power meters, and oscilloscopes.

General knowledge of computer networking and IP schemes, routers and switches.

Ability to read English effectively.

Ability to comprehend complex electronic equipment maintenance manuals and schematics.

Ability to work closely with others in a cooperative team effort and display leadership abilities, as necessary.

Ability to communicate effectively.

Ability to make decisions in accordance with laws, policies, procedures, regulations and apply these to work problems.

Ability to respond at any time and work long hours without taking a break, possibly in inclement and hazardous weather conditions.

Ability to gather, assemble, correlate and analyze facts to be incorporated into reports.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to identify, diagnose and repair electronic equipment.

Ability to perform job-related travel, as requested.

Ability to lift radio equipment and tools necessary to repair said equipment.

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.

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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.)

Graduation from high school or possess a GED, and possess at least two years working experience installing and or repairing electronic equipment or comparable experience (or graduation from an accredited two-year technical school with an emphasis in electronics, telecommunications, computer technology, or network data communications systems).

Must meet the qualifications outlined in Section 43.060 RSMo.

NECESSARY SPECIAL REQUIREMENTS:

Must be at least twenty-one years of age at the time of appointment.

Must be a resident of Missouri at time of appointment.

Must possess or obtain and maintain a valid driver's license.

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.

Must successfully complete a six-month radio trainee period, followed by a twelve-month probationary period.

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.