



Classification: Communications Technician III (User Support Unit)

Title Code: V07447

Pay Range: E04

POSITION SUMMARY: This advanced-level position requires skilled work in the installation, removal and testing of mobile communications equipment at the central radio shop. An individual in this position performs repair and installation of a variety of mobile and electronic equipment. Work primarily involves the preparation of equipment for installation, assembly of mounting hardware, installing equipment interfaces, and troubleshooting and repair of operational problems that arise. Work is performed independently and this employee is expected to exercise a considerable degree of judgement and discretion in performance of duties. General supervision is received from the immediate 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, citizens band {CB} radios, electronic sirens, vehicular repeaters, traffic radars, digital video recorders, cameras, mobile computing devices, cellular telephones, and related equipment).

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

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

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

Integrates equipment into the interiors of various vehicle configurations.

Repairs power cables and antenna leads as needed.

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

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

Constructs and assembles mobile equipment for necessary installation of platforms, brackets, cabling, antenna and related installation materials.

Programs radios and repeaters using a computer and software.

May perform bench level maintenance and testing on equipment removed from vehicles or received from troops.

Determines operational functionality of electronic equipment by using special testing equipment.

Diagnoses, troubleshoots, and performs component level repair of a variety of electronic equipment.

Accesses and updates database installation and inventory files.

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

May assist with custom installation projects and serve as lead worker for other communications technicians within USU.

Perform job related travel, as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the basic principles of installing commercial mobile radio equipment.

Thorough knowledge of direct current (DC) electronics as it applies to mobile radio equipment.

Thorough knowledge pertaining to the theory of operation of radio transceivers and associated components (e.g. antennas, transmission lines, power supplies, etc.)

Thorough knowledge of the policies and procedures of the Infrastructure Support Unit (ISU), Operations Unit (OPS) and the USU of the Communications Division and how they cooperatively support the general responsibilities of the division.

Considerable skill and knowledge in the use of tools essential in the removal and installation of communications equipment.

Possess dexterity in moving from one part of a vehicle to another and in handling small tools and parts.

Possess successful time management techniques and organizational skills.

Ability to train and assist others in complex technical functions.

Ability to analyze and diagnose malfunctions of electronic equipment used in vehicles and perform corrective repairs.

Ability to read schematic diagrams and identify circuit components and their function.

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 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 follow precise and detailed installation procedures.

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

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 operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes, to include any Patrol assigned vehicle with the responsibility for its upkeep and basic maintenance.

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 follow oral and written directions and exercise judgment and discretion.

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

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.)

Successful completion of five total years as a Communications Technician, and may be required to successfully complete skill assessment evaluations for a Communications Technician II in the USU.

Must continue to meet the qualifications outlined in Section 43.060 RSMo.

Pursuant to General Order 32-04, reassignment applicants must meet all of the prerequisite qualifications of that position and rank, as described in the job description, and complete all in-house training within the eighteen month training period.

NECESSARY SPECIAL REQUIREMENTS: Must be a resident of Missouri throughout employment.

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.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

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.