



**Classification:** Communications Technician Trainee (User Support Unit)

**Title Code:** V07442

**Pay Range:** E01

**POSITION SUMMARY:** This entry-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 learns and receives direction in the fundamentals, terminology and procedures that relate to the 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 under the close oversight of a designated supervisor who reviews work both during and 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.)

Receives direction in installing, removing, repositioning and exchanging 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).

Learns to prepare equipment for installation, including construction of installation platforms, brackets, cabling, antennas and related installation materials.

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

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

Learns to integrate equipment into the interiors of various vehicle configurations.

Learns to repair power cables and antenna leads as needed.

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

Receives direction in testing sirens, scanners, CB radio equipment and mobile microphones prior to installation.

Learns to construct and assemble mobile equipment for necessary installation of platforms, brackets, cabling, antenna and related installation materials.

Learns to program radios and repeaters using a computer and software.

Receives direction in performing bench level maintenance on equipment removed from vehicles or received from troops.

Learns to diagnose and determine operational functionality of electronic equipment by using special testing equipment such as an oscilloscope, digital radio test set or communication system.

Learns to diagnose, troubleshoot and perform component level repair of a variety of electronic equipment.

Perform job related travel, as needed.

Performs other related work as assigned.

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

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

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

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.

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

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

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

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

Ability to follow precise and detailed installation procedures.

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.)

Possession of a high school diploma or equivalent,

AND

Successful completion of a two-year technical school with an emphasis in electronics, telecommunications, computer technology or network data communications systems, OR two years of experience in a position where the primary responsibility is installing and/or repairing electronic equipment or comparable experience.

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.

Must successfully complete an eighteen-month training period within the USU.

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.