

RADIO SYSTEM LEAD SPECIALIST

NATURE OF WORK

This is responsible technical work installing, maintaining and repairing equipment associated with the City's 800 MHz 20 Channel EDACS Simulcast Trunking Radio System which provides wireless communications for analog and digital voice, mobile data, and automatic vehicle location.

Work involves responsibility for programming, installing, testing, calibrating, repairing and operating microprocessor controlled radios and associated electronic equipment. Work also involves ordering and maintaining a supply of spare parts needed for the repair of defective equipment; developing and maintaining databases and spread sheets; and assisting in the preparation of bid specifications and daily work assignments. Supervision is received from the Radio System Supervisor with work being reviewed in the form of reports and the performance of the radio equipment. Some supervision is exercised over subordinate technical employees.

EXAMPLES OF WORK PERFORMED

Installs, repairs, maintains and programs radios and associated communications equipment including two-way radios, repeaters, voters, microwave, T1 multiplexers, computer based consoles, fiber optic circuits, laptop computers, GPS receivers, audio and digital phone line circuits and pagers using service monitors, laptop computers, specialized test equipment and various hand and power tools; performs periodic tests on equipment to insure equipment reliability and performance.

Assists in the development and implementation of operating and maintenance procedures, and daily work schedules.

Assists in the development of the section budget.

Reviews work tickets, material received reports, time sheets and parts orders; completes reports and records; inventories and orders spare and replacement parts.

Assists in training system users.

Provides assistance to and monitors performance of the Radio System Specialists.

May act for Radio System Supervisor in his absence.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the practices, standards and methods used in testing, trouble-shooting, installation, operation and maintenance of microprocessor controlled trunked and conventional two-way radio equipment.

Considerable knowledge of electronics and two-way conventional and trunked radio systems.

Considerable knowledge of the rules and regulations of the Federal Communication Commission.

Considerable knowledge of electrical codes.

Ability to use technical manuals and test equipment to diagnose defects in radios, microprocessors and various other electronic equipment.

Ability to determine the necessary procedures and parts required to complete repairs.

Ability to keep accurate records of maintenance and repair services, and to complete various reports based on those records utilizing word processors, spreadsheets and data bases..

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with system users and coworkers.

Skill in the use of tools and equipment utilized in the repair and maintenance of radio equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training with a degree in electronics, radio technology, radio communication or related field and considerable experience working on trunked radio systems.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training with a degree in electronics, radio technology, radio communication or related field and experience working on trunked radio systems; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Federal Communication Commission General Radiotelephone License or approved equivalent prior to completion of the probationary period.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.