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## **CLASS TITLE: RADIO COMMUNICATIONS TECHNICIAN**

### **BASIC FUNCTION:**

Under general direction, this position performs skilled work in the installation, maintenance and repair of radio sound communication, traffic radar, and a variety of electronic equipment; provides technical direction and advice on communications systems design and operation.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Installs, assembles, and tests fixed and mobile transmitters and receivers.
2. Repairs defective radios, pagers, intercom systems, recording systems, public address systems and other electronic equipment.
3. Inspects, analyzes and diagnoses a variety of communications and electronic equipment using various testing meters and devices.
4. Tests circuits, tubes and allied parts.
5. Isolates defects and makes shop and field repairs.
6. Adjusts, alters and adapts radio and other electronic equipment to meet specific needs and for effective operations.
7. Makes field tests to determine the cause of interruptions or interference.
8. Operates and monitors communication equipment.
9. Prepares design specifications and estimates costs.
10. Prepares equipment replacement schedules and designates obsolete or worn-out units.
11. Makes and records measurements required by FCC rules and regulations.
12. Requisitions equipment, parts, tools and materials.
13. Prepares and reviews plans, specifications, estimates and bids for communications equipment and systems.
14. Maintains records and prepares reports.
15. Orders parts as needed and authorized.

### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school supplemented by courses in communication and electronic

theory and five (5) years of skilled experience in communications, radio and electronics. Experience in the repair and service of Motorola, GE/Ericsson, Orbacom, Kenwood, Midland, and King radios is highly desirable.

**Knowledge, Skills and Abilities:**

Knowledge of radio, communications and electronic methods, materials, tools, equipment and theory; knowledge of test equipment and techniques; ability to read electronic schematic drawings; ability to perform electronic inspection, maintenance and installation of communications equipment and allied electronic projects; knowledge of safety practices and procedures; ability to work cooperatively with others.

**LICENSES:**

Valid Nevada driver's license within 10 (10) days of appointment. FCC General Radio Technician Certification preferred.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

As assigned.

**CONTACTS:**

Supervisor, co-workers, and vendors.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Subject to continuous operation of equipment, driving.

**WORKING CONDITIONS:**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer. Subject to changes in temperature, in addition to noise, dust and fumes.