



Job Description
Job Code: 232
Salary Range: 23

RADIO & TELECOMMUNICATIONS TECHNICIAN/ADVISOR

DESCRIPTION: Under supervision from IT Manager and other city supervisory staff, engages in the construction, installation, maintenance, repair and modification of the City of Cottonwood radio and telecommunication system including dispatch equipment. Assists with City of Cottonwood communications infrastructure needs including conducting research, construction, installation, maintenance, repair, and modification of all aspects of our radio and telecommunications systems.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS: Assumes a high level of responsibility in maintaining the operation of city owned, radio and telecommunication backbone system to include research, design, advisement, planning, construction, installation, maintenance, repair and the necessary modifications required to maintain optimum performance. This includes but is not limited to point-to-point microwave (variety of different manufacturers, supporting DS-3, T-1, Ethernet), two-way radio (digital and analog), antennas/coaxial antenna systems, multiplexers, voters, site power systems (DC, AC, and solar), proper grounding techniques, proper RF and AC surge suppression, and RF filtering.

Engages in and assumes a high level of responsibility in the planning, design, implementation, and support of City, public safety, and 911 dispatch centers. This includes but is not limited to radio dispatch consoles (Zetron), telephony systems (PBX, VOIP, Microsoft Lync), basic network configuration and routing, limited computer desktop support, FCC frequency licensing/management, fire station alerting solutions (2 tone, 5 tone pagers, digital, PLC controllers), voters, receivers, repeaters. Supports, implements, and maintains equipment including but not limited to mobile and portable radios (variety of manufacturers and models), mobile data terminals, cellular modems, vehicle headsets and handsets, radio pagers, and tablets.

As needed, meets with City Manager, Police and Fire Chiefs and other city staff to determine user needs; assists with technical requirements and plan for new public safety and city communications technology. Responds to user request of assistance or service on radio or computer problems. Maintain positive working relationships with other City, Subscriber member, agency or partner. Attend meetings and training. Prepare, manage, store and locate written records of equipment. Required to maintain a minimum of "meets standards" on evaluations. May be required to be placed on "on-call" status. Will be required to drive and travel to various site locations.

Performs various services at and on communications tower sites including, but not limited to, site and equipment maintenance, system use and radio frequency compatibility to avoid interference problems.

RADIO & TELECOMMUNICATIONS TECHNICIAN/ADVISOR, Continued

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of modern radio systems including the City of Cottonwood public safety communication system and all of the support equipment relating to said systems operability.

Knowledge and experience with dispatch console equipment, two-way radio equipment, microwave equipment, SCADA (supervisory control and data acquisition) systems, power supply and UPS equipment, MDC Modems and GPS Systems.

Knowledge of FCC licensing requirement.

Knowledge of public safety console, base station, repeater, mobile radio, portable radio, station alerting and paging system equipment maintenance.

Knowledge of software and hardware manuals used in installation and maintenance of modern radio systems.

Knowledge of digital and analog electronic test equipment.

Knowledge and skill in troubleshooting technical/operational radio/communications problems and Radio Frequency (RF) problems and repairing/solving/mitigating identified issues.

Knowledge of new and emerging trends in technology and wireless communication.

Skill in reading, understanding and interpreting technical manuals.

Skill in establishing and maintaining effective working relationships with city staff, equipment users, and vendors.

Skill in assessing situations and acting in accordance with the particular level of urgency.

Skill in written communications for administrative and technical purposes.

Skill in oral communication in one-on-one and group situations.

Skill in installing and repairing antennas and wiring on communications towers, vehicles and buildings.

PHYSICAL REQUIREMENTS: Work involved in this classification may include heavy lifting and potential exposure to hazardous conditions including climbing and performing work on communications towers, working in confined spaces, working in hazardous atmospheres and possible exposure to hazardous material including battery acid, hazardous fumes, etc. Physical, hearing, speaking and visual abilities must be sufficient to effectively and safely perform required duties.

MINIMUM REQUIREMENTS: Education and or experience equivalent to a Bachelor's Degree in Computer Science or Telecommunications related area. Five years full-time construction, installation, maintenance and repair experience in public safety radio and telecommunications systems.

SPECIAL REQUIREMENTS: Candidate of choice must pass extensive pre-employment background check and shall not have been convicted of a felony or any other offense that would result in a felony if committed in Arizona; must possess a valid Arizona Driver License in good standing; must live within 30 minutes travel time of Cottonwood Public Safety Communication Center.