

CSC Adopted: October 2001 , CSC Revised: _____

Class Title: Radio Communication Systems Technician

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Ensures reliable radio communication for police, fire, paramedics, and other city departments. Installs, troubleshoots, and repairs mobile radio communications systems.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|--|
| 1 | M | Installs mobile radio and other electronic equipment by mounting equipment antennas and brackets, and testing the installed equipment. |
| 2 | L | Troubleshoots and replaces in-service equipment by diagnosing the problem, making repairs, and creating work orders for completed repairs. |
| 3 | L | Performs related duties by prioritizing and scheduling equipment removals and installations, inventorying tools and maintaining service areas, consumable supplies and hardware. |

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CLASS REQUIREMENTS:

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|--|---|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | One years experience in installation and repair of electronic equipment. |
| Certifications and Other Requirements | Valid Driver's License |
| Reading | Work requires the ability to read operating instructions, technical manuals, and work orders. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write work orders. |
| Managerial | N/A |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Job has no responsibility for the direction or supervision of others. |
| Complexity | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. |

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OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | Medium X | Heavy | Very Heavy |
|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Complete work orders, testing equipment |
| Sitting | F | Computer, desk work, testing equipment, mounting brackets, running cable, driving |
| Walking | O | Material, supply and tool retrieval, inter-office, meetings, to/from offsite jobs |
| Lifting | F | Boxes, equipment, parts, office supplies, tools, jack stands |
| Carrying | O | Boxes, equipment, parts, office supplies, tools, jack stands, ladders |
| Pushing/Pulling | O | Jack stands, tools |
| Reaching | F | Mounting equipment, brackets, equipment, antennas, on top of vehicle, on shelves |
| Handling | O | Equipment, parts, office supplies, tools, jack stands, ladders |
| Fine Dexterity | O | Computer keyboard, equipment repair, writing |
| Kneeling | F | Installing mobile equipment, repair or replacement of parts |
| Crouching | F | Installing mobile equipment, repair or replacement of parts |
| Crawling | O | Installing mobile equipment, repair or replacement of parts, under vehicle, under bench |
| Bending | F | Equipment installation, repair or replacement of parts |
| Twisting | O | Equipment installation, repair or replacement of parts |
| Climbing | O | Installing antennas |
| Balancing | N | |
| Vision | C | Computer, desk work, reading, observation, installation, repair or replacement of parts, driving |
| Hearing | C | Telephone, co-workers |
| Talking | C | Telephone, co-workers |
| Foot Controls | O | Driving |
| Other (specify) | N | |

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QBIC Maintenance System, various small hand tools including drill press machine, portable drill, electric drill, open-end wrenches, crimpers, pliers, saws, hammers, jack and stand, grinding and wire wheel machine, screw drivers, vises, voltmeter, multimeters, watt meters, ladder, water resistant interior drop light

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | D | Dirt and Dust | D |
| Chemical Hazards | W | Extreme Temperatures | S |
| Electrical Hazards | D | Noise and Vibration | D |
| Fire Hazards | N | Fumes and Odors | D |
| Explosives | N | Wetness/Humidity | S |
| Communicable Diseases | N | Darkness or Poor Lighting | D |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | |
| Vehicle | -- |
| Outdoors | X |
| Other (see 2 below) | X |

- (1)
- (2) Garage

PROTECTIVE EQUIPMENT REQUIRED:

Eye protection, ear protection, hard hat

NON-PHYSICAL DEMANDS:

| | | | | |
|---|---|---|---------------------------------------|-------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|---|---|---|---------------------------------------|-------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | N |
| Frequent Change of Tasks | R |
| Irregular Work Schedule/Overtime | R |
| Performing Multiple Tasks Simultaneously | O |
| Working Closely with Others as Part of a Team | O |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

- (3)