

MAJOR FUNCTION

This is skilled electronics work in installing, maintaining, modifying, and repairing radio communications systems and/or equipment which includes microprocessor control base stations, mobiles, portables, pagers, consoles, etc. Also includes maintenance and repair to the Fire Station Alerting System. Work is performed under the direct supervision of the Radio Communications Administrator.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Performs radio programming, and maintains radio communications equipment, interface equipment, and support equipment and/or structures including generators, buildings, towers, electronic equipment, lighting systems, etc. Performs preventative maintenance and troubleshoots, isolates, and repairs all malfunctions of radio equipment. Performs maintenance on test equipment. Orders replacement parts and maintains suitable inventory of parts as required. Communicates with departments and division staff, public, and private organizations concerning modification of RF systems, trouble requests, etc. Assist with equipment installations at radio towers and dispatch sites. Operates a computer to modify or repair RF radio equipment. Performs related work as required. Must be able to operate a motor vehicle to take on call duties.

Other Important Duties

Maintains work area to ensure clean and safe working environment. Serves as the back up to radio installer. Participates with staff in support of region 2, North Florida Domestic Security Task Force. Oversees vendor's work or installation for quality. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the standard methods, practices, tools and materials for the repair and maintenance of electric, electronic, and communication support systems. Ability to work with schematic diagrams, blueprints, and service manuals. Ability to maintain and make repairs to shop equipment and tools including changing out minor electronic components. Ability to follow complex oral and written instructions under limited supervision.

Minimum Training and Experience

Successful completion of technical courses involving radio communications technology, and two years of experience that includes repairing and maintaining communication control systems and two-way radios.

Necessary Special Requirements

Must successfully complete a criminal background check including fingerprints and obtain the Criminal Justice Information (CJIS) certification within 30 days of employment.

Possession of a valid class "E" state driver's license at time of appointment.

Revised: 06-02-80
05-23-86
02-09-90
06-23-94
04-23-04*
03-20-24