



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Radio Technician I **NEW:** X **REVISED:**
(Please check one)

REPORTS TO: BCJC Director or designee **FLSA:** Non-Exempt **DATE:** 08/2019

DEPARTMENT: BCJC **JOB CODE:** 202

DEFINITIONS:

With general supervision, performs a wide variety of advanced technical support for Boone County Joint Communications, including but not limited to the maintenance and repair of the two-way radio system, which includes VHF, UHF, and 800 MHZ base station transmitters, receivers and related linking systems, including microwave, Wi-Fi, and telephony.

ESSENTIAL FUNCTIONS:

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

Programs, adjusts, tests, and maintains radios and related electronic equipment using a wide variety of hand tools, computers, software, and test instruments. Installs and maintains radios and related system equipment located at remote radio sites and at the Boone County Joint Communications dispatch center. Repairs and maintains battery chargers, electrical circuits, and related equipment that support the radio system.

Provides daily problem resolution for various hardware and software problems related to the operation of the radio system and wireless services. Assists in problem diagnosis, troubleshooting electronic equipment, and performing technical repairs at both system and component level.

Operates and maintains digital and analog electronic test equipment working in shop and field settings. Provides customer support assistance with technical questions related to operation of the radio system and related equipment. Attends seminars/training as assigned to upgrade skills and provide contemporary service to the County.

Completes and maintains all equipment maintenance records required by Boone County Joint Communications and updates computer generated data as needed. Performs preventive

maintenance using established testing procedures and prescribed schedule to ensure uninterrupted operation of radio system.

Performs other duties as needed or assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of computer operations and terminology, with ability to operate radio programming software, computer spreadsheets, databases, programming, and retrieval of information using various specialized software tools.
2. Skill in reading, comprehending, and interpreting technical manuals and various schematic diagrams.
3. Skill in communicating effectively orally, in writing, and over a radio.
4. Skill in establishing and maintaining cooperative working relationships with other departments and the public.

PHYSICAL DEMANDS:

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils, electronic components and repair tools. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs, operate hand and power tools; performing work in unusual and sometimes difficult positions such as climbing ladders, scaffolding, high lifts, crawl spaces, above ceilings, etc.; lifting objects weighing up to 50 lbs. from below waist to above shoulders and transporting for distances up to 50 yards. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. Must possess ability to hear sufficiently to recognize and diagnose issues with radio equipment. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job requires work inside and outside, in heat/cold, wet/humid, and dry/arid conditions. This position routinely uses equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers, a variety of electronic test equipment, scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED.

Valid General Radiotelephone Operator License, or an amateur radio license, or the documented completion of an accredited course of practical electronics study, or an Associate's Degree in a related electronics field, or the documented performance in a capacity involving the knowledge, skill, and abilities described above.

Must have a clear criminal background; must meet minimum qualifications set forth by FBI and MSHP CJIS Security policy; and must pass a background investigation.

Must have a valid driver's license.

Must pass a pre-employment selection examination and drug screening.

Must be available for after-hours response in support of the radio system, or other emergencies, as required.

PREFERRED QUALIFICATIONS:

Technical diploma or Associates degree in electronics from an accredited technical school or college OR documented work experience with demonstrated skills, knowledge and ability in wireless or land mobile communications and electronics.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.