



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Radio Technician II</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>BCJC Director or designee</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>08/2019</u>
<b>DEPARTMENT:</b> <u>BCJC</u>	<b>JOB CODE:</b> <u>202</u>	

**SUMMARY:**

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, aligns, 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. Takes a lead role in diagnosing problems, troubleshooting electronic systems and equipment, and selecting 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. Orders parts and materials as necessary to maintain inventory for routine and emergency maintenance and repairs.

Provides customer support assistance with technical questions related to operations of the radio system and related equipment. Coordinates vendor and contractor service on tower mounted antennas, shelter equipment and standby power generators and wiring.

Attends seminars/trainings as assigned to upgrade skills and provide contemporary service to the County. Represents the County at meetings as requested.

Completes and maintains all equipment maintenance records required by the FCC and Boone County Joint Communications and updates computer generated data and maintenance software as needed. Performs preventive maintenance using established testing procedures and prescribed schedule to ensure uninterrupted operation of radio system.

Assists in the design, configuration, and implementation of radio system changes, upgrades and improvements. Compiles and writes documentation of program development and subsequent revisions; creates and modifies administrative reports to meet informational needs.

Gains and maintains a global understanding of Boone County Joint Communication's radio system and advanced knowledge of the various components that comprise that system.

Performs other duties as needed or assigned.

**KNOWLEDGE AND SKILL:**

1. Demonstrated knowledge of land mobile radio systems and basic telecommunications.
2. Demonstrated experience with microwave and telephony as used for message backhaul in TDM (T-1) and IP/Ethernet formats.
3. An understanding of computer operations and terminology, with the ability to operate radio programming software, computer spreadsheets, databases, programming, and retrieval of information using various specialized software tools.
4. Working knowledge of the hazards and requirements of working in RF radiation areas.
5. Skill in reading, comprehending, and interpreting technical manuals and various schematic diagrams.
6. Skill in operating a motor vehicle.
7. Skill in communicating effectively orally, in writing, and over a radio.
8. Skill in establishing and maintaining a cooperative working relationship 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 a Technician class amateur radio license, or an Associate's Degree in a related electronics field, or the equivalent combination of education and experience.

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 Bachelor's degree in electronics from an accredited technical school or college OR acceptable related work experience with demonstrated skills, knowledge, and practical field experience with specific focus on land mobile wireless 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.*