

## **RADIO SYSTEMS TECHNICAL COORDINATOR**

### CODES/PAY RANGE

Class Code: 3115    EEO Code: B    FLSA: E    Pay Range: 214

### MAJOR FUNCTION

Professional, technical work developing, analyzing and enhancing the county's radio communications system including the 800 MHZ system consisting of the microwave system, the microwave alarm system, the system transmitter and receiver sites; the trunk system controller, simulcast and system management equipment.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.)

Responsible for radio system maintenance program. First point of contact in the event of system failure.

Responsible for network maintenance of the mobile data terminal system to include upgrades to network management using multi-language protocols associated with packet switching serving mainframe and PC based networks within different agencies throughout the county.

Programs and re-programs user equipment and updates the database with each change.

Coordinates work of contract maintenance personnel to ensure their work is completed in a timely manner in accordance with contractual guidelines.

Provides routine and special system reports at the request of the Radio Systems Manager.

Reports any suspected system misuse to the Radio Systems Manager.

Identifies the nature of equipment failure and determines if repair can be accomplished in-house or if support maintenance is required.

Performs daily maintenance checks of the system through the use of the system manager and associated test equipment to ensure optimum network performance.

Maintains station log for each site that provides a history of all maintenance actions. Maintains and accounts for spare parts inventory.

## **(Radio Systems Technical Coordinator continued)**

Ensures test equipment is functional and is calibrated when required.

Performs all routine maintenance of system.

Performs related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the 800 MHZ radio communications system, interfaces to conventional systems and FCC/FAA requirements.

Ability to use computer systems associated with 800 MHZ systems. Ability to diagnose system failures and determine level of repair required. Ability to use computer interfaces to program equipment and update databases. Ability to troubleshoot and repair mobile data communications consisting of: local area networks, wide area networks, mobile terminals and data switching equipment, hardware and software. Ability to coordinate services with all user agencies and contract personnel. Ability to train user personnel and technical staff on the system. Ability to communicate effectively, orally and in writing.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Engineering, Computer Science or related field with emphasis in computer networking and radio communications and one year experience in radio frequency maintenance, trunked and conventional radio technology. Ericsson EDACS master technician certification highly desirable.

A comparable amount of education, training and experience may be substituted for the minimum qualifications.

### **ADA REQUIREMENTS:**

**Mental Demands:** Ability to read and comprehend technical and professional journals, abstracts, instructions, and manuals; financial documents, letters, memos; legal documents and standards. Ability to perform general mathematical functions. Ability to write reports, instructions, and procedures relaying information, data and details to layman. Ability to speak clearly and concisely; conversant in theory and practices of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

**Physical Demands:** Sedentary work. Ability to see, hear, talk; climb, pull, push, reach, handle; finger dexterity.

**Environmental Demands:** Both inside and outside work.

Revised 11/97  
Replaces 10/94