

**COMMUNICATIONS TECHNICIAN I**

**DEFINITION**

Under supervision, installs, maintains, and repairs electronics and other equipment in City vehicles.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Supervisor or designee. Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS**

Communications Technician I is the working level class in the Communications Technician series. Incumbents install, maintain, repair and service electronic receiving and transmitting equipment on City vehicles as well as perform basic telecommunication technology. This class is distinguished from Communications Technician II in that incumbents of the latter specialize in radio and communication equipment and perform the more complex, technical maintenance and repair tasks used in city vehicles, facilities, structures and related components.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Installs and maintains various types of electronic equipment such as portable radio receivers, scanning receivers, electronic sirens, radar equipment, sound reinforcement systems, video display terminals, telephone equipment, and assorted electronic equipment.

Performs basic telecommunication installation.

Assists with troubleshooting and repairing breakdowns or malfunctions of communication and transmitting equipment.

Performs elementary data, and/or voice communications circuits troubleshooting and network documentation.

Maintains records work orders, schematics, and other related documents.

Enters data into, and retrieves information from computerized work order management systems.

Assists new operators in the use of radio and telecommunications equipment.

Assists with designing and fabricating simple electronic circuits.

Plans layout and installation of components and equipment.

Removes equipment from retired or damaged vehicles for repair work to be performed.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

The practices, methods, materials, and equipment used in installing, maintaining, repairing and testing various types of electronic equipment.

Communications and electronic theory and its application to municipal communications systems.

Pertinent Federal Communications Commission (FCC) rules and regulations.

### **Skill to:**

Operate electronic telecommunications equipment.

Use tools and testing devices used in installing and servicing telecommunications equipment, such as frequency meters, modulation meters, power meters, and analog and digital multi-meters.

Safely operate a motor vehicle.

### **Ability to:**

Locate and repair defects in electronic telecommunications receiving and transmitting equipment.

Read and understand plans, blueprints and schematics of electronics equipment, including radio, video, telephone and data.

Communicate effectively in both oral and written form.

## **MINIMUM QUALIFICATIONS**

### **Experience and Education :**

Possession of a high school diploma or equivalent GED completion and one (1) year of experience in the installation maintenance and repair of radio and/or telecommunications transmitting and receiving equipment which required mechanical aptitude and knowledge of electrical wiring.

OR

Completion of 24 units of electronics, communications, telecommunications or closely related course work from an accredited college, university, or training program as approved by the appointing authority.

**Special Requirements**

Possession of a valid California Driver's License is required at time of appointment.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Telecommunications
2. Radio systems

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 11/15/2018

JC:TB:AR: 1/25/08;  
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