

COMMUNICATIONS TECHNICIAN II

DEFINITION

Under supervision, installs, maintains, and repairs electronic communications equipment.

SUPERVISION RECEIVED/EXERCISED

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

DISTINGUISHING CHARACTERISTICS

Communications Technician II is the advanced working level class in the Communications Technician series. Incumbents specialize in repairing and providing technical support for installation and preventative maintenance, as well as programming and installing radio and electronic communications equipment used in city vehicles, facilities, structures and related components. This class is distinguished from Communications Technician I in that the latter performs semiskilled duties involving installation, maintenance and repair of electronic and other equipment.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Installs, repairs and maintains antennas, portable and mobile radio receivers, transmitters, base stations, and microwave and multiplex transmission systems used in the City service.

Installs and maintains various types of electronic equipment such as scanning receivers, electronic sirens, radar equipment, sound reinforcement systems, video display terminals/dvr(s)/ cameras, CAD/AVL tracking and communication equipment, electronic passenger counters, telephone equipment, and assorted electronic equipment.

Repairs and replaces digital displays, cameras, radios and camera hard drives.

Performs preventative maintenance on vehicle and bus electronics.

Assists with radio frequency emission inspections in accordance with Federal Communications Commission (FCC) regulations, prepares various reports required by the FCC.

Maintains records including time cards, 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.

Maintains and install electronic circuits on equipment.

Plans layout and installation of components and equipment.

Removes and repairs equipment from retired or damaged vehicles or 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, and requirements of FCC reports.

Skill to:

Operate electronic telecommunications equipment.

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

Safely operate a motor vehicle.

Ability to:

Perform radio frequency checks and adjustments.

Perform programming in electronic telecommunications.

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

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

Communicate effectively in both oral and written form.

MINIMUM QUALIFICATIONS

Experience:

Two (2) years of experience equivalent to that gained as a Communications Technician I with the City of Fresno.

OR

Education and Experience:

Possession of a high school diploma or equivalent GED completion, and two (2) years of journey level experience in the maintenance and repair of radio transmitting and receiving equipment, automotive electrical work or similar work which required mechanical aptitude, programming and knowledge of electrical wiring and/or telecommunications.

Completion of 24 units of electronics, communications, telecommunications or closely related course work from an accredited college, university or training program. Additional qualifying experience and/or training as approved by the appointing authority may be substituted for the required coursework on the basis of twelve (12) semester units equals one year of experience.

Special Requirements

Possession of a valid California Drivers License 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;
Revised scm:lt: 11/15/18