

**COMMUNICATIONS TECHNICIAN****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**

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.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(Depending on assignment area, 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 auditory warning systems, 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.

Depending on assignment area, installation of video conferencing equipment for conference rooms, cable wiring within buildings, cable covers, for termination and testing, and uninterrupted power supplies may be necessary.

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

Performs preventative maintenance on vehicles and buses related to electronic communications equipment.

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

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

Maintains and installs low voltage electronic circuits on equipment.

Plans layout and installation of components and equipment.

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

Installs, maintains, and repairs, ITS equipment, wiring, and DVR camera systems in buses.

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Works with vendors for authorization repair or replacement of defective equipment and box up for shipment.

Downloads video and test DVR server functions through fleet yard wi-fi connecting to DVRs.

Installs, monitors, and repairs web based application for CAD/AVL

Installs, programs, and connects internet protocol (TCP/IP) cameras to on-board DVR and mobile gateway router.

Monitors and repairs communication through web-based bus monitoring system.

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.

**Skill/Ability 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.

Operate a motor vehicle safely.

Perform radio frequency checks and adjustments depending on assignment area.

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**

**Education:**

Possession of a High School Diploma or equivalent GED completion.

**Experience:**

Two (2) years of experience equivalent in maintaining and repairing radio transmitting and receiving equipment, automotive electrical work, or similar work requiring technical aptitude, programming, and knowledge of electrical or network wiring and/or cabling.

**Special Requirement(s):**

Possession of a valid California Class C Drivers License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

Depending on assignment area, may be required to obtain and maintain for the entire term of employment, a California Class B Driver's License with passenger endorsement and without airbrake restriction within the probationary period, or within twelve (12) months after being assigned to an area requiring such license.

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
3. Computer systems

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File  
Director of Personnel Services

DATE: 10/20/2025

JC:TB:AR: 1/25/08;  
Revised scm:lt: 11/15/18  
Revised: EVG/C&C: 10/20/2025