

SENIOR COMMUNICATIONS TECHNICIAN

DEFINITION

Under general supervision, leads a crew of technicians; and installs, maintains, and repairs electronic communications equipment.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Provides lead direction to staff. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Incumbents provide lead direction to a crew of technicians and perform a variety of complex tasks involving the installation, repair and maintenance of radio receivers, transmitters and related equipment, telephones, video display terminals/DVRs, and other electronic equipment. This class is distinguished from Communications Technician in that the latter is the journey level class in which incumbents perform the full range of duties.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

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

Provides lead direction and participates in the installation, repair and service of electronic communication receiving and transmitting equipment; inspects the work performed by Communications Technicians for accuracy and completeness.

Provides lead direction and participates in the installation, repair and service of scanning receivers, electronic auditory warning systems, radar equipment, sound reinforcement systems, video display terminals/DVRs, cameras, CAD/AVL tracking and communication equipment, electronic passenger counters, telephone equipment, and assorted electronic equipment.

Analyzes communication system performance and makes recommendations.

Services and operates a wide variety of electronic test equipment.

Provides technical direction to Communications Technicians in all phases of installation, maintenance, and repair of radio and telecommunications equipment.

Designs and fabricates complex electronic circuits.

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.

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.

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.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Communications and electronic theory and its application to municipal communications problems, including radio, telephone, microwave, antenna theory and radio wave propagation.

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

Skill/Ability to:

Lead and provide technical direction to Communications Technicians in various installation, fabrication and maintenance work.

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

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

Perform radio frequency checks and adjustments depending on assignment area.

Perform programming in electronic telecommunications.

Use of electronic telecommunications equipment.

The use of tools and testing devices used in servicing telecommunications equipment, such as frequency meters, modulation meters, oscilloscopes, power meters, analog and digital multi-meters and other electronic equipment.

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Education:

Possession of a High School Diploma or equivalent GED completion.

Experience:

Three (3) years of experience installing, 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 REQUIREMENTS

Possession of a valid California Class C Driver's 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 DATE: 10/20/2025
Director of Personnel Services

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