

## JOB DESCRIPTION

**JOB TITLE: Communications Systems Specialist**  
**DEPARTMENT: Communications Systems**  
**REPORTS TO: Assistant Director, Communications Systems**  
**Non-exempt position - EEO cat 2**

### **SUMMARY:**

As part of South Sound 911, and under the direction of the Assistant Director of Communications Systems, this non-exempt position works in a section responsible for telecommunications and communications equipment repair, installation, modification and design criteria; oversees the technical aspects of telecommunications and communications systems; maintains parts and equipment inventory; coordination with vendors, suppliers and outside agency personnel.

### **ESSENTIAL FUNCTIONS:**

Installs, maintains, tests and repairs an E911 telephone system, microwave systems, radio control and console equipment; audio recording equipment; security access system and electronic security devices. Performs frequency and audio level tests on radio equipment; troubleshoots problem areas and develops problem solutions. Supervises and participates in system design and layout of new or modified electronic systems. Provides statistical analytics on radio and telephone usage as well as recording needs according to operational needs.

Installs, maintains, tests and repairs computer terminals, personal computers, computer communication devices, printers, electronic generating and power conditioning equipment and other computer interface devices. Maintains inventory and service records; orders equipment and supplies.

Performs preventive maintenance on communications and data processing equipment. Coordinates maintenance of generators and battery systems to maintain critical power needs of the electronic and communication systems.

Understand and apply APCO P25 standard, as well as FCC Rules and regulations required for installation, operation, maintenance and repair of various communications and electronic equipment.

Assists in the writing and reviewing Request for Proposals (RFP) or like documents for the purchase of equipment and services needed to maintain equipment, support operations and upgrades that are needed for evolving technology and growing needs of operations.

### **QUALIFICATIONS:**

Associates degree in electronics and/or three years' increasingly responsible experience in installing, maintaining and repairing radio communications, telecommunications, and electronic equipment. One year of experience supervising maintenance personnel, preferred.

### **KNOWLEDGE AND EXPECTATIONS:**

Skilled in the operation and preventive maintenance of data processing equipment and networks, be knowledgeable in electronic theory, circuits and components and remain current with developments in electronics and communications.

Operational and technical capabilities of radio communications, E911 telephone and related electronic equipment including maintenance and repair techniques.  
Federal Communications Commission Rules and Regulations.  
Operation of Data Processing equipment and networks.  
Electronic theory, circuits and components.  
Understanding of Fiber Optics platforms used for transporting of data.  
Ability to perform light readings and basic maintenance of fiber jumpers and patch panels.  
Current developments in electronics and communications.  
Preventive maintenance practices as it relates to electronic equipment.  
Isolate and/or repair malfunctions in E911 telephone, radio, computer and recording equipment.  
Plan, layout and construct new or modified electronic systems.  
Read, interpret, explain, apply and follow applicable laws, ordinances, codes, regulations, policies and procedures.  
Work appropriately with confidential material and information.  
Work with speed and accuracy.  
Follow safety rules and regulations.  
Proficient with standard suite of Microsoft Office software and database applications, peripheral equipment, fax machine, phone system, and CD duplicating equipment.  
Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.  
Communicate fluently in English.  
Maintain cooperative and effective working relationships with others.  
Analyze situations quickly and adopt an effective course of action.  
Organize work with many interruptions and multiple tasks to meet schedules and timelines.

#### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Associates degree in electronics or three years' experience in installing, maintaining and repairing radio communications, telecommunications, and electronic equipment. Possession of a valid Washington State driver's license at time of appointment with maintenance thereafter. Must be able to pass a criminal background check and fingerprinting for duration of employment.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit at a computer terminal, use hands to and arms to reach, finger, handle, or feel, and finger dexterity necessary to operate equipment used in the position. The employee may have to climb ladders. Pulling wire from the ladder and the floor is required.

The employee is required to talk, see, and hear. Specific vision abilities required by this job include color vision, close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. There is some standing, walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel and attend meetings away from regular work site may be required. Subject to lifting up to 35 pounds; standing, bending, stooping and reaching or sitting for several hours.

#### **WORKING ENVIRONMENT:**

Employee works mostly in an indoor climate-controlled office environment. Sometimes the employee will have to do minimal work outdoors. The noise level in the work environment is usually quiet. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Work requires extended periods of concentration and sedentary work at a work station. Work is subject to frequent interruptions and normal office noise.

Subject to 24-hour, 7-day emergency call out; travel to other locations to conduct work.

**MACHINES/TOOLS/EQUIPMENT/WORK AIDS:**

The employee may have to use personal computers, copy machines, telephones, fax machines, E-mail, calculators, printers test equipment, various hand tools and data bases.

**POTENTIAL HAZARDS:**

The hazards are consistent within an office environment and driving environment.

**ANALYSIS OF PHYSICAL DEMANDS OF POSITION**

<b>Activity</b>	<b>Percentage of time</b>	<b>Activity</b>	<b>Pounds</b>
Standing	25% of time	Pulling	35 lbs.
Walking	25% of time	Pushing	35 lbs.
Sitting	50% of time	Lifting	35 lbs.
		Carrying	35 lbs.

**ADDITIONAL COMMENTS:**

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Cynthia Shaffer, PHR, Human Resources Manager

APPROVED BY: \_\_\_\_\_

DATE: 12-7-2016

Adopted: 9/89