



Job Description

TITLE: Radio Communications Technician	JOB CODE: 3735
DEPARTMENT: Emergency Management	FLSA: Non-Exempt
PREPARED: August 2006	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision of the Communications Supervisor, develops, maintains, inspects, and repairs the communication system infrastructure for all two-way radio systems, microwave and fiber optic systems, antenna systems, base stations, emergency alert systems, and associated equipment for San Juan County. The Radio Communications Technician ensures adherence to FCC regulations and maintains continual operation of the communication system.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Installs, maintains, and repairs all San Juan County maintained communication systems, including microwave systems, fiber optic systems, antenna combining systems, simulcast systems, repeaters and base stations, remote control equipment, alarm systems, dispatch consoles, emergency alert systems, backup power systems, computer systems, domain and work group, Wide Area Network, Local Area Network, PC's, communications site building, air conditioners, towers, tower lighting systems, and grounding systems.
- Tests system regularly to ensure proper operation; troubleshoots and diagnoses system and equipment problems; determines and completes appropriate repairs.
- Maintains records related to system performance and repairs; evaluates equipment and recommends replacement as necessary.
- Responds to calls for service related to the communication system; makes after hours emergency repairs and replacements to keep the system operational.
- Maintains and updates communication system documentation, including procedural, emergency, and maintenance flow charts.
- Works with contract personnel assisting on the maintenance and repair of equipment.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the operation and maintenance of radio communication systems.
- Knowledge of the materials and methods of communications systems maintenance.
- Knowledge and skill with the following equipment: RF test equipment, repeaters & base stations, simulcast & voting equipment, digital microwave, T1 channel banks, 2 way radios & programming, antenna combining systems, site alarm monitoring systems, dispatch center radio control consoles, T1 & T1MS test sets, Telco punch blocks & wiring, tower site antennas, cables & mounting systems, Motorola R56 installation standards, lightning protection & grounding systems, -48 volt DC battery & charging systems, computers & networking, switchers & routers, multi-meters.
- Knowledge and ability to read and follow schematics, blue prints, or wiring diagrams with symbols to isolate system faults or failures for repairs.

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Radio Communications Technician

- Knowledge and skills in basic wiring components and maintenance.
- Knowledge of occupational hazards, and safety rules and regulations.
- Knowledge of County policies and procedures.
- Knowledge of FCC licensing requirements.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

Education and Experience

- Associates Degree in electronics technology and two (2) years relevant work experience in the field of radio communications or electronics; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- FCC General Class License or equivalent, preferred.
- Motorola R56 certification, preferred.
- Certifications in Comp TIA A+ or equivalent, preferred
- Comp TIA Net+ or equivalent, preferred.
- Comp TIA Security+ or equivalent, preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an outdoor environment with prolonged exposure to heat and cold.
- May be subject to bending, reaching, kneeling, and lifting in the operation of daily duties.
- May be subject to lift up to 65 pounds as in carrying test equipment and radio equipment to and from communication sites.
- Full time work hours for this position consist of four-day workweek, nights, weekends, holidays, on call status, and overtime as requirements for the operations of this department.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Electronic communications test equipment, multi meters, and grounding systems test equipment.
- Equipment utilized includes various motorized vehicles, hand and power tools.

Approvals:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____