

## **PUBLIC SAFETY COMMUNICATIONS SPECIALIST I**

### **JOB SUMMARY**

Under general supervision, maintains, installs, fabricates, and performs minor repairs on public safety equipment, including mobile communications two-way radios, mobile data computers, and wireless modems. Also performs installations, build outs and repairs of public safety emergency vehicles.

### **MAJOR DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Installs, maintains, and repairs emergency lighting equipment, mobile antenna systems, siren amplifier systems, radio control heads, map lights, strobe lighting equipment, radio consoles, trunk mount transceivers, undercover lighting equipment, scanners, flashing devices and other specialized equipment.
- Performs preventive maintenance on safety equipment, two-way radios and antenna systems.
- Maintains equipment, vehicles, and infrastructure at the main facility and other locations.
- Operates testing and measuring equipment, including voltmeters, ohmmeters, watt meters and current meters.
- Maintains databases and logbooks for service, equipment, maintenance, and inventory records.
- Safely operates a variety of electronic and power equipment, such as chop saws, table saws, grinders, etc.
- Effectively communicates with other employees and vendors for the purpose of resolving technical problems and meeting timelines.
- Establishes and maintains effective working relationships with city officials, employees, the general public and vendors.
- Maintains an organized, clean, and safe work area.
- Provides excellent customer service.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION:**

- High school diploma or equivalent.

#### **EXPERIENCE:**

- One year of experience in the installation, maintenance, and repair of public safety equipment or related education and job experience.

#### **LICENSES:**

- Possession of a valid California driver's license.
- Related technical certification(s) highly desirable.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### KNOWLEDGE OF:

- 12-volt power line installation practices.
- Technical specifications of siren amplifiers and light bar controllers.
- Materials, tools and equipment used in the installation process, maintenance and repair of public safety and communications equipment.
- Required Federal and State regulations with respect to communications equipment and systems, including FCC and Title 13 regulations.
- Safety procedures and practices.

### SKILL IN:

- The use and care of electronic test equipment, tools, safety, and materials involved in job-related duties.
- The layout and installation of communications and public safety equipment.
- The design of electrical wiring on specialized and/or custom installations.
- The basic use of computers and familiarity with word processing and spreadsheet software.

### ABILITY TO:

- Communicate effectively both orally and in writing.
- Analyze problems and offer recommendations and solutions.
- Understand and apply technical manuals.
- Understand and follow written and verbal instructions.
- Perform multiple tasks simultaneously and in a timely manner.
- Respond to emergency situations in a timely manner.
- Meet established deadlines.

## **PHYSICAL REQUIREMENTS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical demands include, but are not limited to, lifting and carrying up to 50lbs, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, and adequate vision with no color blindness, and manual dexterity to operate tools and install and/or repair electronic equipment, and use a ladder. Employees are required to work within confined spaces and at heights, drive vehicles and operate a variety of equipment. May be required to be on call, work shifts, weekends and/or holidays.