

PUBLIC SAFETY COMMUNICATIONS SPECIALIST II

JOB SUMMARY

Under general supervision, maintains, installs, fabricates and performs repairs to equipment used for public safety, and optimizes, maintains, troubleshoots and repairs analog and digital two-way radios, mobile data computers, wireless modem devices and other wireless communications systems. Also performs installations, build outs and repairs, and schedules the maintenance of public safety emergency vehicles and the workflow within the Technical Services Division of the Administrative Services Department and works directly with the Finance Department for all billing of parts and services.

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, radio sites, infrastructure sites, two-way radios and antenna systems.
- Maintains equipment, vehicles, and infrastructure at the main facility and other locations.
- Installs, tests and repairs two-way radio systems, wireless mobile data modems and wireless broadband solutions.
- Operates testing equipment including, but not limited to, voltmeters, ohmmeters, watt meters, current meters, spectrum monitors, TDR and FDR equipment.
- Safely operates a variety of electronic and power equipment, such as chop saws, table saws, grinders, etc.
- Communicates with employees, Authority staff, city personnel 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 databases and logbooks for service, equipment, maintenance, and inventory records.
- Tunes and operates pass cavities, duplexers, combiners and multi-coupler devices to antennas systems.
- Installs, programs, and provides technical support for various types of wireless communications equipment, such as UHF/VHF and 800/900 MHz analog and digital systems, various brands of mobile and portable radio equipment, dispatch center equipment, broadband data modems, in-car video systems and mobile data computers.
- Maintains an organized, clean, and safe work area.
- Works with the Finance Department for all billing of parts, inventory, and services.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- o High school diploma or equivalent.

EXPERIENCE:

- o Five (5) years of experience in the installation, maintenance, and repair of public safety equipment or three (3) years of experience as a Public Safety Communications Specialist I for the Authority.

LICENSES:

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

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- o 12-volt power line installation practices.
- o Technical specifications of siren amplifiers and light bar controllers.
- o Materials, tools and equipment used in the installation process, maintenance and repair of public safety and communications equipment.
- o Required Federal and State regulations with respect to communications equipment and systems, including FCC and Title 13 regulations.
- o Safety procedures and practices.
- o Battery back-up systems, base stations, repeaters, multi-couplers and duplexers.
- o Basic TCP/IP principles and background in troubleshooting telephone lines, including data, T-1 lines and voice circuits.
- o Audio, RF, digital, and microprocessor electronic circuits found in communications equipment at the component level.
- o Emergency communications center operations.
- o The Authority's computerized databases.
- o Basic T-1 configurations and microwave systems.
- o RF propagation characteristics at various frequency bands

SKILL IN:

- o The use and care of electronic test equipment, tools, safety, and materials involved in job-related duties.
- o The layout and installation of communications and public safety equipment.
- o The design of electrical wiring on specialized and/or custom installations.
- o The basic use of computers and familiarity with word processing and spreadsheet software.
- o The operation of various test equipment including, but not limited to, spectrum analyzers, service monitors, watt-meters, and multi-meters.
- o The installation or replacement of all types of coaxial antenna hard line helix connectors used in sites attached to infrastructure.

ABILITY TO:

- Troubleshoot telephone system wired equipment
- Communicate effectively both orally and in writing.
- Analyze problems and offer recommendations and solutions.
- Understand and apply technical manuals.
- Interpret schematics and diagrams.
- Understand and follow written and verbal instructions.
- Work cooperatively and effectively with others
- Perform multiple tasks simultaneously and in a timely manner.
- Respond to emergency situations in a timely manner.
- Meet established deadlines.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

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.