

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Telecommunications Technician 4		Class Code: 002YF4
	FLSA Status: Non-Exempt	Salary Schedule: PAT 4	Effective Date:
	Summary: Incumbent serves as a public safety radio technician, performing a wide variety of advanced in shop and field technical systems support duties.		

Duties:

- Installs, programs and maintains mobile and portable two-way radios and/or the public safety microwave and related systems located at remote radio sites statewide;
- Aligns, tests, programs and maintains mobile/portable radios and related electronics equipment using a wide variety of state of the art test instruments;
- Provides daily problem resolution for various hardware and software problems related to microwave circuits and wide area networks utilized by many public safety personnel statewide;
- Provides customer support assisting with technical questions related to operations of both the microwave and related public safety radio systems;
- Completes equipment maintenance records required by the Federal Communications Commission (FCC) and updates computer generated data as needed;
- Performs preventative maintenance using established testing procedures to ensure uninterrupted operation of the microwave and related radio systems;
- Assists in the design, configuration and implementation of telecommunications systems networks and structured cabling, including multi-layer switches, routers and VPN appliances, etc.;
- Researches, develops and initiates standardized testing procedures to ensure uninterrupted operation of the statewide 800MHz radio system and provides adequate telecommunications services to the department;
- Monitors and inspects backup generators, tower lighting controls, communications tower grounding systems, guy wire anchors and systems, general communications building and grounds conditions reporting any discrepancies to supervisory staff or engineering personnel for corrective action;
- Learns new technology by participating in continuing education through research, training and review of industry technical manuals;
- Performs related duties as required.

Job Requirements:

- Must possess an FCC General Class Radiotelephone License, or an acceptable equivalent certification such as National Association of Business and Educational Radio (NABER), Certified Electronics Technician (CET) or Society of Broadcast Engineers Certification (SBE) with ability to apply technical standards to assure compliance with F.C.C. Rules and Regulations;
- Must possess a technical diploma or Associates Degree in electronics from an accredited technical school or college; or acceptable skills, knowledge and ability in communications and electronics;
- Advanced understanding of computer operation and terminology, with an the ability to use sophisticated radio programming software, computer spreadsheets, databases, programming and retrieval of information using various specialized software tools;
- Advanced knowledge of component level troubleshooting techniques and use of digital electronic diagnostic equipment;
- Comprehensive knowledge of public safety land mobile radio systems and telecommunications;
- Must have a valid Indiana driver's license;
- Availability for after hour's callout in support of the statewide public safety radio systems or other emergencies;
- Working knowledge of the hazards involved with high voltage electronics equipment and applicable safety procedures;
- Ability to read, comprehend and interpret technical manuals and various schematic diagrams;

- Ability to communicate and interrelate with non technical personnel, technical support services and vendors;
- Both oral and written communications skills are necessary for this position;
- Ability to lift heavy equipment such as batteries and test equipment (up to 50 lbs.);
- Ability to travel to remote locations throughout the state which may include overnight stays;
- Ability to work alone and unsupervised.

Difficulty of Work:

Duties are broad in scope and require use of independent judgment to interpret policy and procedures to fit unique situations. Incumbent must have a high level of commercial electronics expertise in order to install, configure and repair land mobile radio equipment and microwave systems. There is a level of exposure to microwave radiation, noise levels, battery acid and hazardous fumes from soldering, exhaust, solvents and chemicals. Incumbent frequently must work with complex high voltage AC wiring and circuit breaker boxes. Work involves driving to remote radio towers, often at night, to make repairs to equipment.

Responsibility:

Work has substantial impact on operations of the statewide public safety communications network. As such, prompt response, problem analysis and resolution are required. Incumbent is responsible for ensuring the performance of critical public safety communications transmitters and receivers; mobile and portable radios; and the statewide microwave network infrastructure in support of a number of wide area data networks used by many public safety users throughout the state. Errors in judgment or work could result in a disruption of public safety emergency communications statewide which can directly impact the life and safety of people and property.

Personal Work Relationships:

Incumbent interacts with a range of personnel from within the agency, as well as other public safety agencies, vendors and support technicians from other governmental agencies. Incumbent works with a supervisor, technical support, vendors, programmers and other technical staff to diagnose, resolve and affect repair to complex equipment. Incumbent can be involved in large scale projects such as reprogramming and maintenance of a fleet of mobile and portable radios; and secondly, the reconstruction projects for public safety communications centers with wholesale movement of communications equipment from one site to another.

Physical Effort:

Work involves visual acuity, excellent hearing and manual dexterity. Incumbent must be able to climb, stoop, lift (up to 50 lbs.) and work in extreme weather conditions and temperatures. Work also involves exposure to microwave radiation, hazardous fumes/liquids, high voltage wires, extensive driving, etc.