

COUNTY OF SOLANO

COMMUNICATIONS TECHNICIAN I

DEFINITION

Under immediate supervision, assists journey level personnel and learns to assemble, install, maintain, repair and operate radio, microwave and data telemetry transceiving equipment; performs related duties as required.

CLASS CHARACTERISTICS

This is the entry level in the Communications Technician series. Incumbents learn to perform repair of complex radio communications equipment and assist journey level personnel in the performance of other duties. Incumbents may work independently on less complex tasks such as running cable or other "set up" tasks. This class is distinguished from Communications Technician II in that the latter is the full journey level and is expected to carry out assignments with a minimum of supervision.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Installs, tests, modifies and adjusts VHF, UHF and microwave radio transceivers, antennas, automatic telephone switching systems and remote control systems in base stations, repeater sites and mobile units.
2. Installs, services and repairs closed circuit television, digital circuitry, intercom and sound systems, multiplex and transistorized communications equipment both in the field and in the shop.
3. Operates and monitors radio-telephone equipment; measures frequencies, modulation and power output of radio, microwave and digital circuitry; adjusts transmitters and receivers for maximum efficiency; maintains battery banks, generators and related ancillary equipment.
4. Constructs and assembles custom design communications equipment and prepares reports of work completed; installs and maintains antenna systems on towers; fabricates special brackets and hardware for equipment installation.

QUALIFICATION GUIDELINES**EDUCATION AND/OR EXPERIENCE**

No experience required; however, applicants must demonstrate possession of and competency in requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Working knowledge of basic electronics theory and practice; radio communications theory and practice; microwave theory; radio frequency modulation and direction; tools and test equipment used in the repair and servicing of radio communications equipment; radio communications transceiving equipment.

Ability to understand laws, regulations, policies and theories governing radio communication operations; identify and analyze operating problems and implement changes; communicate effectively both verbally and in writing; establish and maintain cooperative working relationships; demonstrate tact and diplomacy; collect and analyze data and test information to identify operating problems and take corrective action; comply with laws, regulations and professional practices governing radio communications services; maintain accurate records and document actions taken; make routine arithmetical calculations; research technical reference materials; maintain confidentiality of information; recognize and respect limit of authority and responsibility; work at heights; use a variety of shop tools and equipment to repair complex electronic equipment.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class III California driver's license is required.

Possession of or ability to obtain a valid FCC general license may be required.

SUPPLEMENTAL INFORMATION

Incumbents must be able to perform manual labor associated with repair and servicing of radio communications equipment which may include lifting objects weighing between 50-100 pounds.

Incumbents may be required to work outside normal business hours and on towers at heights in excess of two hundred feet. Work may be performed under difficult weather conditions.

SUPPLEMENTAL INFORMATION (Continued)

Work can include working with the full range of body movements involving reaching, bending, grasping and climbing.

Incumbents of this class, hired in a trainee underfill status, should demonstrate the necessary knowledge and abilities to be promoted to Communications Technician II within twenty-four months of appointment. This class may also be used to underfill positions allocated to other classes in the series for budgetary purposes wherein there is no expectation of advancement and work is limited to routine, assistant tasks.

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law or policy.

Independent travel is required.