

### COMMUNICATIONS TECHNICIAN 3

11. Functions and Worker Activities:

50% A. Provide Technical Services

- A1. Repair, install, program and maintain base station, consoles, microwave and other system oriented communications equipment. Identify sources of illegal or unwanted interference.
- A2. Assist Communications Operations Supervisor in the development of communications equipment specifications for the purpose of going out for bids (purchasing).
- A3. Repair, install, program and maintain video equipment and other individual communications components and equipment such as portable two-way radios, pagers, radar, mobile two-way radios, mobile data systems, etc.
- A4. Overall responsibility for maintenance and repair of shop and on-site test equipment.
- A5. Write radio code plug files and verify proper programming performed by technicians.
- A6. Attend technical meetings in the absence of the Communications Operations Supervisor.
- A7. As system manager lay out, set up, and maintain trunking system.

45% B. Leadwork - Supervise Daily Operations

- B1. Review daily work of Communications Section, including scheduling and prioritizing completion of work under the general supervision of the communications Operations Supervisor. Maintain shop records.
- B2. Verify quarterly and special MCM billings are correct. Oversee and maintain MCM database and create specialized reports as needed.
- B3. Coordinate the scheduling of section standby duty, overtime and vacation leave.
- B4. Review daily section operating procedures and recommend changes to the Communications Operations Supervisor.
- B5. Assist in providing employee training.
- B6. Monitor progress of projects and priorities and report status to Communications Operations Supervisor.
- B7. Assist in interviewing and evaluation of Communications Section personnel.
- B8. Work with Dane County Public Safety agencies, State and Federal agencies in the setup & maintenance of their systems.

5% C. FCC Licensing

- C1. Review and update of existing licenses.
- C2. Technical specifications and application for new licenses.

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12. **Primary knowledge, skills and abilities required:**

Extensive knowledge of radio theory and of the methods, tools, equipment, and materials used in radio construction, installation, maintenance, testing and operation; thorough knowledge of the Federal Communications Commission rules and regulations pertaining to transmitting and receiving equipment; ability to make difficult technical and operational decisions; assign and supervise the repair and maintenance of various types of complex radio and related electrical and electronic equipment; keep records and prepare reports; establish and maintain satisfactory work relations. Ability to operate a motor vehicle and possession of a valid driver's license.