

Career Service Authority

Communications Electronic Technician

Revised Date	12/16/99
Revised By	Tony Gautier
FLSA Code	Non-Exempt
Est. Date	9/16/95

General Statement of Duties

Configures, tests, diagnoses and performs bench and field maintenance repair work on communications systems and equipment including mobile computer terminals, electronic and electrical systems in radio transmitters and receivers, and other equipment as assigned.

Job Responsibilities and Knowledge, Skill, and Ability Requirements

1. Configures, tests, diagnoses and repairs mobile computer terminals, protocol conversion device and RF modem.
 - *Knowledge of computer technology and repair sufficient to be able to configure, test, diagnose and repair mobile computer terminals, including internal computer components.*
2. Installs, calibrates, repairs, and maintains base stations, mobile radios, portable radios and all associated components of two way radio systems.
 - *Knowledge of electronic equipment repair sufficient to be able to perform bench repair to the component level on radio transmitting and receiving equipment.*
3. Maintains and repairs other types of electronic equipment as assigned, such as cell phones, pagers, radar guns, security systems, surveillance systems, sirens, and data receivers.
 - *Skill in maintaining and repairing electronic equipment*
4. Troubleshoots circuits to component level and makes necessary design modifications or repairs.
 - *Skill in exercising initiative, judgement, and decision making in solving problems and meeting organizational objectives*

- *Skill in independently adapting, interpreting and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
5. Tests equipment to ensure compliance with FCC regulations.
- *Skill in exercising initiative, judgement, and decision making in solving problems and meeting organizational objectives.*
 - *Skill in independently adapting, interpreting and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
 - *Knowledge of FCC regulations sufficient to ensure compliance.*
6. Confers and corresponds with manufacturers on technical aspects of mobile computer terminal and radio repair and use.
- *Skill in utilizing the principles and practices of effective and persuasive communication to elicit and/or present explanatory or interpretive information*
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
7. Utilizes software applications to program and perform maintenance functions on mobile computer terminal and radio equipment.
- *Skill in utilizing software applications related to computers and radio electronics.*
8. Designs and fabricates test equipment.
- *Skill in exercising initiative, judgement and decision making in solving problems and meeting organizational objectives.*
 - *Skill in independently adapting, interpreting and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
9. Repairs and fabricates mechanical systems used in radio systems.
- *Skill in using hand and power tools and equipment common to several maintenance and repair trades.*
10. Assists in maintenance of Local Area Network (LAN), including installation, troubleshooting and repair of drives, motherboards, processors, RAM, modem and LAN cards.

- *Knowledge of information system technology sufficient to be able to maintain and repair a variety of hardware and software products.*
- 11. Reviews service contracts, evaluates and recommends equipment purchasing.
 - *Skill in independently adapting, interpreting and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
- 12. Some positions conduct research and write technical reports.
 - *Skill in preparing professional written documentation utilizing proper grammar and clearly expressing ideas and concepts.*
 - *Skill in researching and compiling information common to the field.*
- 13. May perform leadwork on a job by job or rotating basis.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.*
- 14. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

May perform leadwork on a job by job or rotating basis.

Guidance and Decision Making

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgement in selecting the most pertinent guidelines in order to interpret precedents, adapt standard practices to differing situations and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated. Completed work is generally reviewed for soundness of judgement, conclusions, adequacy and conformance to policy.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

Physical Demands

Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands).
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objectives by means of skin receptors.
Hearing: perceiving the nature of sounds by the ear.
Eye/hand/foot coordination: performing work through using two or more.

Physical Strength

Lifting: Raising or lowering an object more than 50 pounds.

Vision Requirements

Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distances and space relationships.
Field of Vision: ability to see peripherially.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

Mental Demands

Mathematical Reasoning
Oral Comprehension
Written Comprehension

Working Conditions

Exposed to hazards from electro/mechanical/power equipment
Subject to electrical and radiant energy hazards

Minimum Education

Graduation from high school or possession of a GED certificate supplemented by a certificate in electronics or computer science from a recognized training program.

Minimum Experience

Three years of current experience in the maintenance and repair of communications systems and equipment, including bench repair to the component level.

Equivalency

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and Certification

Possession of a valid Colorado Class "R" Driver's License at the time of application.
Possession of a FCC General Radio Telephone Operator's License required by the end of the probationary period.