

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV98324
Job Class Code:	800	Salary Schedule:	AREG
EEO Category:	03	Grade:	19
Workers Comp Code:	9410		

Job Code Established:	10/01/98	Effective Date:	
Job Code Revised:	02/16/06	Effective Date:	02/16/06

JOB CODE SERIES: Electronic Technician Series

JOB CODE TITLE: COMMUNICATIONS TECHNICIAN

HRIS TITLE: COMUS TECH

CHARACTERISTICS OF THE JOB CODE: Under general direction, is responsible for work of considerable difficulty assisting in the planning, development, installation, maintenance and repair of electronic communications facilities and equipment; and performs related work as required. This class is distinguished from the Electronic Technician III by the performance of duties of greater scope and complexity including interagency communications coordination, communications planning and maintenance of base station, relay and mobile unit equipment.

EXAMPLES OF DUTIES: Cooperates with the Bureau of Land Management and the United State Forest Service in determining radio transmission site locations and in the development and installation of transmitter housing facilities and tower in accordance with standards of the foregoing agencies and in conformance with Federal Communications Commission regulations; monitors radio channels to ensure compliance with the Federal Communications Commission regulations and agency policy by all operators of radio equipment; modifies existing facilities and equipment in accordance with changes in Federal Communications Commission regulations and the development of future locations; performs maintenance and repairs; negotiates contracts for major repair services; supervises the installation and repair of two way radios for various State agencies; provides training for proper use of communications equipment as prescribed by the user agencies and the Federal Communications Commission; supervises dispatch personnel; prepares budget for area of responsibility; maintains records of electronic communications systems performance, maintenance and repairs.

WORK CONDITIONS: Work is performed in office, shop and field environments. Fieldwork may include travel to ADC institutions and radio sites throughout the State. Overnight travel is sometimes required. Fieldwork may include outdoor activities and physical exertion such as lifting/carrying equipment and climbing ladders.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the technical operation and maintenance of modern communications and microwave systems; electrical, electronic and radio theory; State and Federal regulations applicable to land mobile radio systems; methods, tools equipment and materials used in radio testing and repair work; installation and maintenance procedures, techniques and practices for mobile/base radio equipment and the use, calibration and care of electronic test equipment.

Skill in/Ability to: install, modify and repair electronic communications equipment; interpret electronic drawings, sketches and schematics; operate motor vehicles including large service vans; use sophisticated radio communications test equipment; operate surface-mount

technology soldering rework station; operate plastic engraving machine; perform radio service using personal computer equipment/software along with radio interface devices; proficiently use hand and power tools; keep records and prepare reports as required; understand and follow both written and oral instructions and; establish and maintain good working relationships. Lift and move objects weighing up to 75 pounds; climb ladders and work at heights up to 100 feet; discern colors used in multi-pair communications cable; detect traffic sounds and back-up warning devices when working around traffic and moving equipment and work in small cramped areas and in a variety of weather conditions.

KSAs are typically obtained through experience and/or education in:

- A two-year course study in electronics or electronics technology and one year full time employment in the installation and repair/maintenance of electronic, avionics, marine or two-way communications equipment.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: An appropriate license as issued by a FCC approved organization.