



Classification: Assistant Chief Technician
Title Code: V07449
Pay Range: E05

POSITION SUMMARY:

The Assistant Chief Technician maintains and repairs electronic and mobile communications equipment brought into the central and district radio shops. This individual may be assigned to work on special equipment, projects or in the installation bay. The Assistant Chief Technician may also perform some of the duties of a Technical Chief. Although the Technical Section Chief provides general supervision, this employee is expected to exercise a considerable degree of judgment and discretion in the performance of duties.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

In addition to the duties of a Communications Technician III, an Assistant Chief Technician may perform the following:

Performs routine maintenance and repair on two-way communications equipment, radar units, electronic sirens, recorders, alarm systems, test equipment, tower monitoring devices and various specialized pieces of electronic equipment.

Participates in special electronic construction projects.

Participates in the installation and repair of communications, video and electronic equipment in the field.

Prepares reports pertaining to repairs, scheduled maintenance, parts acquisitions, etc.

Makes performance tests and necessary repairs on mobile units and associated equipment stripped from older patrol vehicles for reinstallation in new vehicles.

May assist with the planning and implementation of emergency field communications systems.

May assist with the installation, maintenance and repair of lighting and other electrical equipment associated with Patrol's tower/antenna systems.

Performs installation and repair to telephone systems, instruments, and equipment at troop headquarters, weight stations, zone offices, Patrol laboratories and driver examination stations.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of policies and practices of the Technical Section of the Communications Division and how the section supports the general responsibilities of the division.

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Working knowledge of basic electronic theory as well as various telecommunications systems utilized by the Patrol.

Ability to operate technical electronic equipment to include radar test sets, signal generators, oscilloscope, volt ohmmeter, soldering stations, service monitors, etc.

Ability to diagnose, repair and maintain a variety of base stations and mobile radios and other electronic and mechanical equipment utilized by the Patrol.

Ability to transport equipment such as mobile radios, base stations, spectrum analyzers, standby power supply batteries, etc.

Ability to effectively use tools such as soldering irons, screw drivers, wrenches, drills, integrated circuit extraction tools, etc., to install and/or repair communications equipment.

Ability to lift and position equipment weighing 50 pounds (e.g., spare tires and trunk mounted communications equipment, etc.).

Ability to work closely with others as a cooperative team.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must satisfactorily serve at least one year as a Communications Technician III and meet the qualifications outlined in Section 43.060 RSMo.

Must possess a General Radiotelephone Operator License issued after examination by the Federal Communications Commission, or a certificate of technician competency issued after examination by a communications industry association recognized and endorsed by the FCC, such as PCIA/NABER, ISCET, APCO, or NARTE, or an Amateur Radio Extra Class License.

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Reassignment applicants must have served at least one year as a Communications Operator III or higher and meet the minimum qualifications of an entry-level technical position. Applicants must obtain the required technical certification within the six-month probationary period.

NECESSARY SPECIAL REQUIREMENTS:

Must be a resident of Missouri throughout employment.

Must be of good moral character and never been convicted of a felony or any crime involving moral turpitude.

Pursuant to General Order 26-04, uniformed civilian employees hired after January 25, 1995, will not have tattoos/brands that a reasonable person would find offensive, such as tattoos/brands depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any tattoos/brands on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body, which would be visible while in uniform. Radio Personnel will adhere to hair regulations pertaining to length, style, and color. Radio Personnel will adhere to restrictions that limit the type and style of jewelry displayed or discernable on other parts of the body. Radio Personnel will not wear any personal or elective item that has the potential to inhibit clear speech during routine and emergency situations. These items include, but are not limited to, tongue jewelry, studs, inserts or item associated with mouth and tongue piercing.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.