



Classification: Probationary Communications Technician

Title Code: V07442

Pay Range: E01

POSITION SUMMARY:

This entry-level position requires skilled work in the installation, removal and testing of mobile communications equipment. Technicians should have general knowledge of technical terminology and procedures that relate to the repair and installation of a variety of mobile and electronic equipment. Work primarily involves the preparation of equipment for installation, assembly of mounting hardware, installing equipment interfaces, and troubleshooting and repair of operational problems that arise. Work is performed under the close oversight of a designated supervisor who reviews work both during and upon completion

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.)

Installs, removes, repositions, and exchanges communications equipment in new, used, and reassigned vehicles (e.g., mobile radios, scanners, CB radios, electronic sirens, vehicular repeaters, traffic radars, digital video recorders, cameras, mobile computing devices, cellular telephones, and related equipment).

Prepares equipment for installation, including construction of installation platforms, brackets, cabling, antennas and related installation materials.

Installs bench-tested communications equipment in new vehicles (e.g., mobile radios, scanners, video equipment, CB radios, extenders, electronic sirens, and related equipment).

Conducts basic performance tests for radio frequency power output, modulation and frequency after installation of the equipment.

Integrates equipment into the interiors of various vehicle configurations.

Operates patrol vehicles to ensure equipment functions in accordance with manufacturer's recommendations.

Programs radios and repeaters using a computer and software.

Performs bench level maintenance on equipment removed from vehicles or received from Troops.

Determines operational functionality of electronic equipment by using special testing equipment such as an oscilloscope, digital radio test set, or communication system.

Troubleshoots and performs component level repair of a variety of electronic equipment.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of the basic principles of installing commercial mobile radio equipment.

Working knowledge of D.C. electronics as it applies to mobile radio equipment.

Classification: Probationary Communications Technician

Title Code: V07442

Pay Range: E01

Page 2

Working knowledge pertaining to the theory of operation of radio transceivers and associated components i.e., antennas, transmission lines, power supplies, etc.

Working knowledge of the methods, tools and practices used in the installation and removal of radio equipment.

Skill in the use of tools essential in the removal and installation of communications equipment.

Have dexterity in moving from one part of a vehicle to another and in handling small tools and parts.

Ability to analyze and diagnose malfunctions of electronic equipment used in vehicles and perform corrective repairs.

Ability to read schematic diagrams and identify circuit components and their function.

Ability to learn the policies and practices of the Technical Section of the Communications Division and how the section supports the general responsibilities of the division.

Ability to follow precise and detailed installation procedures.

Ability to disconnect, remove and transport mobile radio transmitters and associated equipment from the trunk or under dash area of a mid-sized vehicle.

Ability to work in varying temperature extremes both inside and outdoors.

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

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes, to include any Patrol assigned vehicle with the responsibility for its upkeep and basic maintenance.

Ability to work standing or sitting in confined areas, such as the interior of a vehicle or trunk for extended periods of time.

Ability to safely operate small power tools and various hand tools used in the installation process.

Ability to safely use soldering iron and electronic testing equipment associated with the communications trade.

Ability to follow oral and written directions.

Ability to exercise judgment and discretion.

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.

Classification: Probationary Communications Technician

Title Code: V07442

Pay Range: E01

Page 3

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.)

Graduation from high school or possess a GED, and possess at least two years working experience installing and or repairing electronic equipment or comparable experience (or graduation from an accredited two-year technical school with an emphasis in electronics, telecommunications, computer technology, or network data communications systems).

Must meet the qualifications outlined in Section 43.060 RSMo.

NECESSARY SPECIAL REQUIREMENTS:

Must be at least twenty-one years of age at the time of appointment.

Must be a resident of Missouri at time of appointment.

Must possess or obtain and maintain a valid driver's license.

Must be of good 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.

Must successfully complete a six-month radio trainee period, followed by a twelve-month probationary period.

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.