



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Radio Technician  
**Department:** Police  
**Classification:** 5004  
**Pay grade:** 21C  
**FLSA:** Non-Exempt

**Prepared Date:** 7/2015  
**Approved By:** Police/HR

A handwritten signature in black ink, appearing to be "J. Q.", enclosed in a hand-drawn circle.

### **Summary**

This is skilled technical work in the configuration, installation, and maintenance of public safety radio communications systems. Work involves installing, maintaining, troubleshooting and repairing all mobile radios, portable radios and dispatch consoles operated by the City of Coral Gables. Aligns and adjusts radio equipment as needed to ensure compliance with FCC regulations. Uses critical thinking to troubleshoot, identify and, resolve complex technical problems. Work involves knowledge of electronic theory and principles and the ability to apply this knowledge to assigned tasks. Work is performed under the general supervision of the Radio Technician Manager. Position requires being on call, on a rotating basis.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Maintains complex Project 25 simulcast radio system infrastructure equipment including; repeaters, routers/switches, controllers, power supplies and, GPS Oscillators.

Maintains microwave backhaul systems, including radios, dishes and, associated DC power plants.

Maintains dispatch consoles and, console switching equipment.

Monitors radio system operations to identify and resolve issues proactively.

Updates radio system databases.

Installs and maintains ancillary equipment in the City's Primary and Backup PSAP including master clocks, backup radios and other miscellaneous electronic devices.

Installs and, maintains electronic equipment in vehicles, including; mobile radios, computers, radar and, warning equipment.

Utilizes asset management/work order software.

Assists with inventory and requisitioning equipment and supplies as needed.

Determines work priorities based on existing priority protocols and responds appropriately.

Designs and builds control heads, amplifiers, relay panels, timing devices and, other miscellaneous minor electronic devices.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of the standard tools, materials, methods and testing devices of the radio repair trade. Knowledge of the principles and theory of electricity and electronics. Familiarity of occupational hazards and safety precautions of the work. Knowledge of the characteristics and principles of Radio Frequency Energy and, the associated hazards. Ability to install, alter, repair, maintain and troubleshoot radios, radar transmitting and receiving equipment-and corresponding apparatus. Ability to interpret and work from technical sketches, blueprints and diagrams. Skill in the care, operation and use of required tools, equipment and testing devices including computer systems and applications. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with the general public and co-workers.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is performed both indoors and outdoors. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Will periodically be expected to perform maintenance of equipment in vehicle trunks. Must have the physical ability to enter into and inspect hazardous locations, tight spaces, climb stairs, reach above and below shoulders, walk and bend. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Education and Experience**

High school diploma or equivalent.

Training in Project 25 radios and/or radio systems.

Three years experience, to include two years of related electronic experience and one year of experience installing, maintaining and repairing trunked public safety radio systems.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License