

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Police Electronics Communications Technician

Supervisor's Title Police Electronics Shop Supervisor

Date Prepared _____ **Date Reviewed** _____ **Date Reviewed**

Employee/Incumbent Review _____ **Immediate Supervisor Review**

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl**

Location _____ **Lane**

Implementation Date _____ **ADA Review**

Job Summary

Installs, maintains, troubleshoots and repairs radio equipment containing transmitting apparatus. This includes mobile, hand held and base radios, cellular phones, wireless mics, range transmitters and receivers, and remote transmitters. Installs radio computer and life safety equipment in district vehicles. Programs communication equipment. Oversees and assigns work to assistant technicians and monitors their work. May on occasion work with security electronics and fire/life safety systems.

Essential Functions

1. Plans, installs, troubleshoots, repairs and maintains district communication equipment (mobile radios, base stations, hand held radios, cellular devices and wireless audio devices). Performs preventive maintenance. Recommends type of equipment that should be used by the district for wireless two way communication.
2. Uses specialized equipment to test and repair communication equipment such as signal tracing devices, power supplies, oscilloscopes, frequency counters, multi-meters, service monitors, system analyzers, spread spectrum receivers, spectrum analyzers, duplexers, filters, ThruLine watt meters, RF milli-volt meter and curve tracers.. Programs frequencies and operating parameters into communication equipment. Configures or modifies radio interface boxes to connect newer equipment to the computers.
3. Performs diagnoses from schematic diagrams and blue prints. Designs and assembles components for cctv and radio/life safety systems. Designs and assembles on the component level custom circuitry for life safety systems, police dispatch and cars, cctv, etc. Condemns worn out or obsolete equipment and completes district paperwork to ensure inventory remains correct. Responsible for assigned work orders and keeps records for time and materials used. Maintains a clean and safe work area.

Non-Essential Functions

Occasional duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Requires good general knowledge of practical theory in electronics technology, RF, and electrical theory. Must have good general knowledge of a variety of electronic related test equipment and tools. Must have a working knowledge of mechanical systems and be computer literate. Needs to be familiar with a variety of communication equipment including outdated components that may need repair without documentation.

Must be skilled in interpersonal relations and oral and written communication.

Must be proficient with all types of hand tools and soldering and removal and repair of surface mount components on multi-layered boards. Must be able to read schematics, recognize standard electronic industrial symbols and codes. Needs to be able to diagnose complex problems (some without manuals or other helpful data) in a timely manner. A basic knowledge of metal fabrication is needed as well as basic understanding of other non-radio related equipment. Familiarity with vehicle wiring systems and vehicle safety codes/warranties needs to be maintained. Also because the district systems are designed in house, it is necessary to be able to develop specialized and innovative approaches to repair and replacement.

Minimum Entrance Requirements for Training

High school diploma or equivalent. Successful completion of two years of specialized training outlined by the department to include training in electronics, electronics theory and repair. Must have a current FCC general radiotelephone license or equivalent NABER certification. Need a working knowledge of software and hardware related to communications equipment. Must keep abreast of developments in the field. Requires a valid Utah driver's license.

Minimum Entrance Requirements for Prior Experience

Must have a minimum of four years job related and carefully designed work experience outlined in the departments apprentice program with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

Makes diagnostic, repair and replacement decisions concerning all components and equipment serviced. Sets specifications for the purchase of parts and supplies. Decides to condemn worn out or obsolete equipment and processes necessary paperwork. Must decide with school personnel the least disruptive times and methods of equipment repair and installation – and still maintain a full work schedule.

Interaction With Others (non-supervisory)

Works with district employees, police department, contractors, school and district administration, custodians, vendors and the public.

Supervision

Supervises assistants and hourly employees and monitors their work.

Working Environment

Works under a variety of conditions including cold and hot, dusty, noisy, and enclosed environments. This includes attics, crawl spaces, access tunnels, and utility rooms. These areas often expose technicians to high voltage, asbestos, fiberglass insulation and other conditions sometimes requiring the use of protective clothing. Works some irregular hours in emergencies.. Must maintain confidentiality of information.

Physical Demand Characteristics

Repetitive motion during equipment installation and repair. Most lifting under 75 lbs.