



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Senior Radio Technician	LAST UPDATED:	09/16/20103
DEPARTMENT:	Police – Services Bureau	JOB CLASS:	
REPORTS TO:	Radio Systems Manager	FLSA DESIGNATION:	Non-Exempt

Summary: Under the general supervision and direction of the Radio Systems Manager, the Senior Radio Technician is responsible for diagnosing and performing daily repairs and maintenance on City of Frisco radio systems to ensure that equipment and services are provided efficiently and effectively.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Coordinates and performs preventive maintenance and daily repairs on P25 Digital multi-site, multi-department radio system throughout the City of Frisco to ensure peak operating performance of equipment.
- Programs voice and data radio communications equipment.
- Performs minor repairs and oversees vendor repairs of outdoor warning system.
- Coordinates the maintenance and repair of all City department radios, mobile data computers and all other radio equipment with vendors. Performs preventive maintenance on all radio tower sites and dispatch center, EOC and subscriber equipment.
- Programs in-car mobile video systems and trouble shoots systems.
- Maintains and repairs emergency lighting equipment.
- Documents and maintain records of preventative maintenance schedules
- Ensures technical decisions comply with federal regulations, state/local ordinances, and City administrative policies.
Provides technical support to Public Safety staff for troubleshooting equipment malfunctions in City radio system.
- Responds to evening, weekend and holiday on-call emergency radio/communication system operation problems, inspects and repairs the problem or calls for additional assistance if necessary.

Other Important Duties:

- May be occasionally required to work evenings and weekends.
- May travel to attend meetings, conferences, and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Public Safety Communications radio operations and engineering management.
- Knowledge of FCC Rules and Regulations.
- Knowledge of pertinent federal, state and local laws, codes and regulations; operational characteristics, services and activities of a radio system program.
- Knowledge of IP Networks including routing, switching and sub-netting.
- Knowledge of virtual servers including Windows Server and Sun Microsystems.
- Ability to accurately troubleshoot equipment malfunctions.

- Ability to communicate effectively, both verbally and in writing.
- Ability to make rapid and sound decisions regarding repairs and notifications of appropriate staff.
- Proficiency in the use of computers and related equipment, hardware and software.
- Must obtain APCO Radio Certification within one year of employment.

Preferred Education, Experience, and Certifications:

- Associate’s degree in Electronics or related field and four (4) or more years experience Motorola SmartNet Simulcast GPS trunked radio systems or P-25 digital systems or equivalent combination of education and experience.
- Preference given to individuals with experience in a public safety or governmental communications system.
- Must possess and maintain five (5) of the following certifications: Journeyman ETA certification, Motorola P25 MC7500 Training Certificate and Motorola P25 Master Site Training Certificate, FCC General Radio Telephone License.
- May be required to obtain certifications not currently held to include: Journeyman ETA certification, Motorola P25 MC7500 Training Certificate and Motorola P25 Master Site Training Certificate, FCC General Radio Telephone License.
- Must pass a pre-employment drug screen, criminal background, polygraph, psychological and physical agility examination.
- Must possess a valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting, but may be occasionally exposed to unpleasant environmental conditions and/or hazards.
- May be required to work in enclosed/cramped spaces, dusty conditions and low-light conditions.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to frequent standing, bending, reaching, crouching, kneeling and lifting such as retrieving or replacing records of files or equipment.
- May be subject to crouching, climbing and lifting when conducting site visits and repairs
- Must be able to lift up to 30 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment. Communications Systems Digital Analyzer, Line Sweep Analyzer (TDR), Volt-Ohm Meter.

Approved By:

Darren Stevens, Assistant Police Chief signed on:
Darren Stevens, Assistant Police Chief

10/18/2013
Date

Shannon Allyn, Human Resources Generalist

10/18/2013
Date