

Sevier County Job Description



Title: Communications & Recreational Television Technician	Department: County Commission
Grade: 19	FLSA Status: Exempt
Job Code: 310	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **complex technical duties** as needed to maintain public safety, emergency, radios and pagers, and recreational/TV communications systems and resources.

SUPERVISION RECEIVED

Works under the general supervision of the County Commission.

SUPERVISION EXERCISED

Performs project supervision of temporary employees clearing and maintaining access and repair to towers, and equipment.

ESSENTIAL FUNCTIONS

Administration:

- Performs various administrative functions;
- Prepares and manages department budget;
- Establishes departmental procedures to assure conformity to fiscal objectives;

Recreation/TV/ Emergency Communications System:

- Responsible for emergency communications systems;
- Maintain and track inventory of all dispatch and communications equipment;
- Designs, constructs, monitors, upgrades, and repairs all communication equipment and television and radio transmission equipment;
- Responds (24 hours) to repair/restore emergency communications/TV system failures for Sevier County and provides communication equipment support to Search and Rescue and volunteer ambulance program;
- Works to ensure continuation of required licensing, coordinating renewals, combining systems and other issues related to the Federal Communications Commission (FCC) licensing requirements and Electronics Communication Coordination Board (ECCB), concerning television, radio, microwave, and pager transmitting frequencies and equipment;
- Maintain up-to-date records of all FCC regulations and advises the county of any changes which may impact use of equipment, frequencies, and licenses;
- Coordinates radio and microwave frequency use with other agencies to ensure all agencies comply with FCC rules and regulations;
- Monitors radio transmissions to ensure equipment and systems perform optimally during emergencies and meets day to day needs;
- Travels county to determine radio and microwave coverage effectiveness;
- Responsible for maintaining all mountain/tower communications sites and equipment, and responds to mountain sites during all weather conditions;
- Arranges for helicopter if needed;
- Issues pagers, portable radios, and other equipment;
- Purchase/order radios, batteries, cases, translator and antenna equipment and supplies;
- Works with vendors, suppliers, and other engineers to provide key information and specifications for systems;
- Prepares request for proposals to modify or update communications systems to ensure appropriate/quality communication systems for the Sheriff's Office;
- Maintains contact with agencies and jurisdictions receiving 911 emergency dispatch services;
- Resolves problems by implementing changes in equipment, policy and procedures to better serve clientele;
- Keeps abreast of developments and advances in technology by attending technical conferences, seminars and workshops and through professional publications.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

Graduation from high school or equivalent; plus, two (2) years of specialized training in electronics technology or related field and four (4) years of experience performing above related duties in diagnosis, repair and alignment of the following types of equipment: FM two-way radio transceivers, communications microwave systems, television translators, television cable systems, emergency backup power systems and high voltage power transmission lines.

*An equivalent combination of education and experience may be considered.

2. Required Knowledge, Skills and Abilities:

Working knowledge of

- Trouble shooting of complicated electronic equipment and computer systems;
- Repairs, expansions, and improvements to electronic equipment and systems, computer software and hardware, servers, internet and email programs;
- Modern and complex Public Safety Communications Center;
- Communication equipment and regional geography;
- Legal and liability issues common to emergency dispatch;
- Radio dispatch procedures and radio codes;
- ILETS/ISTARS/NLETS/NCIC/BCI systems and codes and related county system;
- Electronic applications and principles related to radio operations.

Skill in

- Operating and reading diagnostic test equipment such as test control heads, voltage power supply meter, oscilloscope, communications service meter and spectrum display;
- Operating various vehicles, i.e., ATV & Snowmobile.

Ability to

- Read blueprints and electrical schematics;
- Trouble shoot highly sophisticated electronics and computer systems, utilize logic and schematic diagrams to represent electronic systems and employ them in trouble shooting;
- Communicate effectively, verbally and in writing;
- Perform work requiring good physical condition;
- Work under pressure and in inclement weather and poor conditions.

3. Special Qualifications:

- Valid Utah Driver's License.
- Must be willing to work on a 24 hour on-call basis.
- Must be able to operate or learn to operate various off road vehicles.
- Resident of Sevier County.

4. Working Environment:

- Outdoor, all weather conditions, climb 60-100 foot tower structures, repair equipment on tower structures;
- Operate equipment and vehicles in severe winter conditions.
- Tasks require variety of physical activities generally involving muscular strain, such as lifting, walking, standing, stooping, reaching and lifting.
- Hearing, seeing, and reading are essential to performance of daily duties.
- Eye, and, finger, leg, and foot dexterity is expected.
- Mental application utilizes memory for details, verbal instructions, and discriminating thinking, and problem analysis and problem solving.
- May be required to lift in excess of 50 pounds in normal course of job performance.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)