



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Communications Technician
Department: Building Operations and Maintenance
FLSA Status: Non-Exempt
Job Code: 3327
WC Code: 9519
Effective Date: November 01, 1997
Last Revised: March 10, 2016
Pay Grade: A17
Union: AFSCME

SUMMARY

Installs, maintains and performs component-level diagnostics and repair of Communications (two-way radio), Telecommunications (telephone), LAN/WAN (local area network/wide area network) and computer hardware and software of the County. Performs installation, maintenance and repair of other County electronic equipment as required. Maintains records of all activities as required. Participates in analyzing user needs and requirements. Provides technical assistance and training on systems to users. Installs, maintains and performs component-level diagnostics and repair of Communications (two-way radio) equipment of other governmental agencies on a contractual basis. Work is performed under the direction of the Information Technology Program Supervisor who reviews work on the basis of results attained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Installs, maintains and repairs electronic equipment which includes two-way radios, microwave radio equipment, two-way radio console equipment, close circuit television cameras, and public address systems.
2. Inspects repairs, troubleshoots, and installs computer hardware components such as monitors, keyboards, printers, scanners, floppy/CD-Rom/hard drives, video cards, and motherboards.
3. Installs and maintains standard County software applications.
4. Installs, programs and repairs County owned telephones, PBX's, voice mail, and related equipment.
5. Provides technical assistance and problem solves with staff.
6. Orders parts and equipment necessary for electronic repairs.
7. Performs communications system testing to ensure equipment complies with technical standards.
8. Installs, certifies, maintains, and repairs cabling for LAN's (local area networks).

9. Configures PC's installed on the LAN's (local area networks), including software installation and hardware upgrades.
10. Determines and resolves malfunctions within existing communications equipment.
11. Maintains appropriate records and prepares reports related to departmental activities.
12. Provides instruction, answers questions and/or responds to problems of user departments.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of electronic communications systems, testing and related equipment; Federal, State and County rules and regulations that govern communications activities; Oregon codes concerning telecommunications and data wiring practices; and recordkeeping; and PC hardware is required. Some knowledge of PC software necessary.

EDUCATION AND EXPERIENCE

High school graduation or equivalency, supplemented by an Associate's Degree in communications or related field; and five years progressively responsible experience in the installation and maintenance of communications systems; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around analyzing and determining operational problems with equipment.

JOB IMPACT

The most common consequence of error would be disruption of Public Safety Communications Systems which could cause loss of life and property due to improper repair to communications equipment.

JOB CONTACTS

Contacts are with other County departments and outside agencies to have equipment repaired or questions answered.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with employees, other County department, contractors, vendors, and outside agencies; read, analyze, and interpret Federal, State and County rules and codes; and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, and quadratic equations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITIES

Ability to analyze and evaluate the needs of a user department to implement new or modified communications systems; maintain records; install test and repair electronic equipment; analyze technical and operational problems and determine appropriate solutions; and organize and prioritize work.

OTHER SKILLS AND ABILITIES

The use and operation of electronic test equipment; hand and power tools; utilization of a computer.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a F.C.C. Radio/Telephone Operator's License or authorized certification; possession of or ability to obtain an Oregon Restricted Energy Technician License; possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification. Must pass Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. The noise level in the work environment is usually quiet.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

| Check if required for essential job function | Activity | Never 0% | Occasionally 1-33% | Frequently 34-66% | Continuous 67-100% |
|--|--------------------------------|---|-------------------------------------|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | Standing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Sitting - 1/2 hour plus | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Moving about work area | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Bending forward | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Stoop position - 1 minute plus | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Climbing stairs - 1 floor | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Crawling - hands & knees | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Reaching overhead | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Lifting strength | # of pounds = 50lbs | | | |
| <input checked="" type="checkbox"/> | Lifting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Patient Lifting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Lifting Overhead | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Moving carts, etc. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Carry items | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Dexterity/Coordination | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Keyboard Operation | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Rapid-mental/hand/eye coord. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Operation of motor vehicle | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Speech, Vision & Hearing | | | | | |
| <input checked="" type="checkbox"/> | Distinguish colors | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | | | |
| <input checked="" type="checkbox"/> | Distinguish shades | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | | | |
| <input checked="" type="checkbox"/> | Depth perception | Describe: Drovomg. Working from Tower, Bench Work | | | |
| <input checked="" type="checkbox"/> | Ability to hear | Normal Speech Level: | | | |
| <input checked="" type="checkbox"/> | Other Spec. Hearing Req. | Describe: Understand Speech | | | |
| Exposure - Environmental Factors | | | | | |
| <input checked="" type="checkbox"/> | Heat | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Cold | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Humidity | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Wet Area/Slippery | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Noise | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Dust | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Smoke | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Vibration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Chemical Solutions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Uneven Area | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Ladder/Scaffold | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Ionization | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Body Fluids | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |