

Monroe County Sheriff's Office

CLASS TITLE: E.C. – Radio Systems Technician

Pay Range: 12
Exempt: No
Shift: 8 hr w/Holidays

This class involves daily operations of the communication shop; responding to tasks, scheduling work, ordering of parts and supplies, assisting outside vendors with repairs. Perform repairs and maintenance on radios and radio systems. Supervision is present to establish and review broad objectives relative to basic positions duties or divisional responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

QUALIFICATIONS REQUIRED:

Vocational or technical school preferred, or 3 to 5 years experience in the RF repair field. FCC General Radiophone license and amateur radio license is preferred. Additional radio frequency, electronic licensing, and certifications considered. Must possess a valid Florida driver's license.

JOB COMPLEXITY:

Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, polices, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.

CONSEQUENCE OF ACTIONS:

Makes recommendations or decisions which usually affect the assigned division, but may at times affect operations, services, individuals, or activities of others outside of the assigned division.

ASSETS:

Position is responsible for the care and maintenance of significant equipment which may or may not include: (i.e. – Motorola SmartZone 3.1, P25 trunked systems, microwave/point to point systems, service monitor, radar test equipment, antenna sweeping equipment, oscilloscope, UHF/VHF radio/paging systems, Amateur Radio Equipment).

WORK CONTROLS:

- 70% - Perform repairs and maintenance on MCSO and County radios and radio systems
- 15% - Daily operations of the communications shop

- 10% - General tasks, schedule work, order parts and supplies
- 5% - Assist outside technicians with repairs.

PERSONAL CONTACTS:

Requires regular contact within the division and with other division, outside agencies, vendors, and the general public, supply or seeking information.

SAFETY OF OTHERS:

Position does involve moderate responsibility for the safety of others. Must insure that the appropriate safety procedures and equipment are utilized when necessary.

PHYSICAL EFFORT:

Work requires minor to moderate physical exertion and/or physical strain. Work environment involves occasional exposure to disagreeable elements.

- Position will require bending, climbing, working in confined spaces.
- Working with hand tools
- Lifting up to 50 lbs.
- Working both indoors and outside.
- Climbing stairs
- Must have good hand/eye coordination when handling small electronic parts and components.

HAZARDS:

Work environment involves occasional exposure to disagreeable elements. Utilizing proper safety procedures and equipment will be required.

WORK ENVIROMENT:

Work is performed inside and outside

- Work indoor - office setting
- Work outdoors in the elements
- Works in confined spaces

ESSENTIAL JOB FUNCTIONS:

Oversee radio shop activities

Order parts, supplies, inventory control and schedule work

Repair, maintain and build new radio systems and radios.

Develop, design, and build special projects used in County radio systems.

Training and assisting outside technicians with new radios, systems or problems.

Installations when required

Travel throughout the County

On call 24 hours, pending disaster.

Other assigned duties

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of Sheriff's Office programs, policies and operations as applied to work performed.

Ability to make work related decisions in accordance with rules, regulations and Sheriff's Office policies and procedures.

Ability to establish effective working relationships with co-workers, outside agencies and the public.

Ability to effectively communicate detailed instructions to subordinates, outside contractors, and external MCSO divisions.

Advanced knowledge of radio frequency communication and repair.

Valid Florida Drivers license required.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, veteran status, marital status, familial status, sexual orientation/preference, gender identity, gender expression, political beliefs, disability/handicap, genetics or any other characteristics protected by local, state, or federal law in employment or the provision of service.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Revised 05/15/13 – DAM