

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Two-Way Radio Electronics Technician	Department:	Radio Shop
Requisition Number:	2023114		
Hours:	7:30 a.m. – 4:00 p.m., may vary	Rate of Pay:	\$79,716.00 Annually
Date Posted Up:	2/1/2023	Date Posted Down:	Until Filled
Time Up:	11:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Technical Director, incumbent installs, repairs and maintains all radio and related electronic equipment for the City of Fort Wayne. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

Information/Communication

- Reads and interprets electrical, radio and other communications systems drawings, schematic diagrams and sketches;
- Maintains effective working relationship with staff, city personnel, and general public;
- Must be able to solve problems quickly during stressful situations;
- Must have knowledge of R.F. Systems, such as transmitters, receivers and antenna networks;
- Must have knowledge in standard telephony and dedicated data circuits, as well as knowledge of packet switching techniques;

Management/Operations

- Installs, repairs and maintains radio base stations, conventional and trunked radio systems, voter receiving systems, mobile radios, portable radios, pagers and paging system, backup generators, 911 communications center equipment, video cameras, mobile data terminals and other aftermarket electronics for city vehicles;
- Troubleshoots, installs, repairs, and maintains 800 MHz trunked Motorola P25 backbone equipment;
- Installs, repairs and maintains fire station alerting dispatch equipment and fire station alerting receiving equipment located at all fire stations;
- Installs, repairs and maintains the Early Warning Flood System and sites;
- Performs repairs and assists in the maintenance of the radio box fire alarm system;
- Maintains work areas in a clean and orderly manner, completes cleaning duties in required areas;
- Provides on a shared basis after hours call for communication, radio and fire alarm equipment;
- Is subject to call out in the case of a public safety emergency or City wide emergency.
- Perform preventative maintenance routines to ensure proper system operation with focus on documentation of results and recognize trends from said documentation;
- Develop solutions to difficult technical problems encountered as part of system maintenance, upgrades or support issues;

- Basic knowledge of logging recording systems, RF interfaces, wired/wireless communications systems and networking equipment;
- Skills in the use of various communications test equipment such as communications system analyzers, Ethernet link test sets, T1 test sets, Transmission Impairment Measurement Set (TIMS) and analog & digital RF power meters is helpful.

MARGINAL DUTIES

Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

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 below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree in Electronics Engineering Technology, related electronics degree, or Military equivalent and two (2) years experience in installation and repair of electronics and communications equipment.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain a valid Indiana Driver's License;
- Must be able to obtain and maintain a background clearance as required;
- Technician's License or FCC General Radiotelephone License or NABER certification or the Electronics Technician Association (CETa) license;
 - The following certifications are not essential but are considered valuable:
 - CompTia Network+, Security+, Server+, A+, Mobility+;
 - Microsoft Certified Solutions Expert (MCSE) Server Infrastructure, Desktop Infrastructure;

- Any Motorola P25 related certifications.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and talk or hear. Radio and electronic installations require bending, stretching, stooping, and even laying in the trunks of vehicles. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, sit, climb or balance, and taste or smell. Lifts up to 50 pounds on a regular basis, however, carts and assistance are available for over 50 lb. lifting. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to risk of radiation. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; and vibration. Certain locations can be extremely dusty & dirty. The noise level in the work environment can be loud.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.