

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Vehicle Electronics Technician	Department:	Radio Shop
Requisition Number:	2023312		
Hours:	7:30 a.m. – 4:00 p.m., may vary	Rate of Pay:	\$33.5790 per hour
Date Posted Up:	12/21/2023	Date Posted Down:	Until Filled
Time Up:	11:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Technical Director, incumbent installs, removes, programs, troubleshoots, repairs and performs preventative maintenance with all vehicle related aftermarket electronic equipment for the City of Fort Wayne and contracted agencies. 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

- Answers and provides service with phone calls to the Radio Shop including handling customer complaints and inquiries;
- Reads and interprets vehicular electrical systems drawings, diagrams, schematics and sketches - relative to installation, maintenance, troubleshooting and repair;

Management/Operations

- Installs, removes, programs, troubleshoots, repairs, and performs preventative maintenance on vehicle mobile radios, light & siren controllers, video camera systems, body camera systems, in vehicle computer systems, antennas, sirens, power wiring, grounding, center console boxes, electronic gun racks, moving radar, K9 environmental, and any other related after-market electronics equipment;
- Performs work above in the Radio Shop fleet area, as well as in off site locations within the City of Fort Wayne & Allen County;
- May assist the Two-Way Radio Electronics Technicians with field projects related to installs;
- Complies with present FCC standards of radio equipment operation;
- Maintains immediate and associated work areas in a clean and orderly manner; Completes cleaning duties in required areas;
- Completes required work records, neatly, completely, and in a timely manner;
- Provides availability for after-hours call for vehicle emergencies assigned in public safety divisions.

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 (A. A.) or equivalent from two-year college or technical school; or a minimum of two years related experience and/or training; or equivalent combination of education and experience. Applicant must have a basic knowledge of AC/DC & vehicle electronics/electrical systems.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Communicates effectively both orally and in writing;
- Establishes and maintains effective working relationship with staff, City Personnel, and the general public.

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

Valid Indiana Driver's License.

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 stoop, kneel, crouch, or crawl and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, sit, bend, twist, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Lifting is a daily occurrence; however, carts and assistance are available for the over 50 pound lifting. Most of the radio and electronics installations require bending, stretching, stooping and even laying in the trunks of the vehicles or confined spaces. Specific vision abilities required by this job include close vision, color vision,

peripheral vision, depth perception, and ability to adjust focus. Vision requirements are mandatory as electrical wiring is a precise art and Radio Shop installations use color-coded wiring.

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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; and vibration. The noise level in the work environment is usually 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.