



CITY OF RICHLAND

CLASSIFICATION TITLE: ELECTRONICS & COMMUNICATIONS TECHNICIAN I	JOB #: 2009	AFFILIATION: Affiliated (IBEW)
REPORTS TO: POWER OPERATIONS MANAGER OR DESIGNEE	PAY GRADE: N/A	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

Under the direction of the Power Operations Manager or designee, performs skilled work in the installation, maintenance and repair of electronics and communications equipment in the City. Subject to 24-hour callout for emergency situations.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Installs, operates, and maintains traffic control, communication radio, and tower equipment.
- Installs, repairs, and maintains electronic radio frequency equipment such as two-way radios, radio frequency spread spectrum modems, microwave, cell phones, and telecommunications equipment.
- Locates radio frequency interference using specialized test equipment.
- Installs, repairs, and performs preventative maintenance on radio, traffic signals, telemetry systems, fire alarm systems, and equipment.
- Installs, tests, and maintains copper and fiber optic communication cables.
- Responds to after-hours calls and reports to work within a reasonable time.
- Prepares and maintains reports and records of maintenance performed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills, and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Occupational and safety precautions of the trade, and the ability to observe adequate safety precautions against such hazards.
- Applicable health and safety policy, procedures, and practices.
- Technical aspects of field of specialty.

Skills and abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies, and procedures.
- Operate a variety of electronic test and calibration equipment used in electronic maintenance.
- Maintain records of maintenance and prepare reports on work performed.
- Analyze situations accurately and adopt an effective course of action.
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Operate a variety of modern office equipment and personal computers in a Windows-based computing environment using standard or customized software application programs appropriate to assigned tasks.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Associate's degree in communication technology, electronics technology, or closely related field;
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license upon hire date.
- Certified as an IMSA Traffic Signal Technician Level I within 12 months of hire date.
- Flagger Certification within three (3) months of hire date.

WORKING CONDITIONS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work environment characteristics described 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.

- Typically performed in the field, which requires travel daily from site-to-site and checking on construction.
- The position involves work outdoors on a year-round basis and is subject to extreme weather conditions.
- The position requires work in construction sites, which may be dirty and strewn with construction debris.
- May work above or below the ground. Work above the ground may be at extended heights from lifts, ladders, buckets, and aerial platforms.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or on a construction site.
- May be exposed to moving mechanical parts and vehicles within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, such as attics and crawl spaces, as well as the ability to climb ladders, stairs, and ride on platform hoists.
- Ability to walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to lift, carry, push, and pull materials and objects weighing up to 35 lbs. and up to 50 lbs. on occasion using proper lifting techniques.
- Manual dexterity of hands and fingers to include, repetitive keyboarding, grasping, and reaching.
- Ability to climb and work for extended periods on communications towers.
- Good vision to read print and a computer screen.

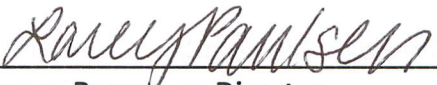
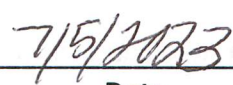
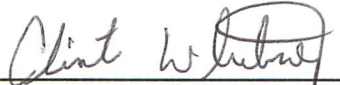
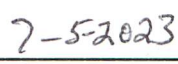

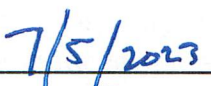
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: (For Archive)

	
Human Resources Director	Date
	
Department Director	Date
	
City Manager or Authorized Designee	Date