

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: COMMUNICATION TECHNICIAN**  
**DEPARTMENT: GENERAL SERVICES**  
**REPORTS TO: FLEET MANAGER**

**JOB CODE: 2313**  
**DATE: 2/08**

**JOB SUMMARY:**

Performs skilled technical work in troubleshooting, maintaining, repairing, constructing, and testing radio and auxiliary equipment.

**ESSENTIAL JOB FUNCTIONS:**

Monitors the operation of fire and police communication systems to ensure compliance with FCC specifications.

Performs preventative and corrective maintenance on equipment used in police and fire dispatch centers, including radio consoles, caller identification monitors, dispatch telephone systems, 911 transfer system, MDC 1200 radio identification system, police radio voting system, remote and radio base stations and telephone lines, and radio links used to connect base stations to dispatch centers.

Maintains radio communications equipment used by other city departments; provides services to governmental agencies outside the city as requested.

Files license applications and renewals with the Federal Communication Commission for city departments; ensures compliance with established rules and regulations pertaining to the operation of radio equipment.

Troubleshoots, installs, performs preventative maintenance, repairs, and removes radio equipment in city vehicles, as well as hand-held radios and radio pagers, vehicle sirens, radio chargers, remote base station, and antenna systems.

Writes specifications for radio equipment bids for city departments; reviews vendor bids and makes recommendations accordingly.

Meets with users to identify problems, to schedule repairs and repair follow-ups, to make recommendations for system enhancements, and to provide operator training on proper equipment usage.

Submits parts orders and maintains inventory of spare parts for equipment repair; orders services manuals and specialized test devices.

Provides technical support to personnel of other city departments on various types of electronic equipment such as computers, intercom systems, telephone equipment, alarm systems, generators and transfer switches, undercover body wires, cellular telephones, and vehicle emergency lighting.

Designs, builds, and installs custom circuits used in electronic and radio systems.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Communications Monitors  
Specialized Test Jigs  
Soldering and Desoldering Units

O'scopes  
Voltage Meters  
Wattage Meters

Power Supplies  
Computers

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associates degree or equivalent from a two-year college or technical school in Radio Engineering; and, four to six years of progressively responsible experience in the construction, repair, and operation of radio transmitters and auxiliary equipment; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Current Federal Communication Commission General Class Radio-Telephone Operator's License.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Radio-telephone transmitters, receivers, specialized testing instruments, and allied equipment.

Principles and theory of radio receiving and transmitting systems, electricity, and communications.

Rules and regulations of the Federal Communications Commission pertaining to transmitting and receiving messages by radio.

**Skill in:**

Use of radio communication testing instruments and hand tools.

**Mental and Physical Abilities to:**

Establish and maintain effective working relationships with others.

Exercise initiative and judgements in developing detailed specifications, work methods, and procedures with only general instructions available.

Read and comprehend technical instructions.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Perform algebra and trigonometry.

Perform duties while typically sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Occasionally lift light and heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

**Working Conditions:**

Work is performed in an office or stockroom.

Work is performed in a very noisy place.

Works exposes the employee to dust, dirt, grease, and machinery with moving parts.

Work is performed outdoors and occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, or gloves.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.