**Position Title:** Communications Technician II  
**Pay Grade:** BCU.301  
**Department:** Fleet Management or as assigned  
**Bargaining Unit:** BCU  
**Employment Status:** Full-time  
**FLSA Status:** Non-Exempt  
**Revised Dates:** 2/18; 1/17; 4/16; 7/08; 3/96  
**Established Date:** 10/71  
**Supervisory Work:** Assists and Leads as assigned  
**EEO Category:** Technicians  
**EEO Code/Name:** 0301 Electronic

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**Job Overview Summary:**
This is advanced skilled technical work in the installation, maintenance and repair of electronic communication, computer controlled electronics programming, particularly two-way radios. Work may include lead supervisory responsibilities over other employees performing similar duties. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is reviewed while in progress, through conferences and upon completion.

*Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.*

**Duties:**
- Participates in the installation, maintenance and repair of mobile radio receivers and transmitters, base station and antenna equipment, and video recorders.
- Assists in the evaluation of existing and proposed electronic communication and the development of equipment specifications and purchase recommendations.
- Repairs equipment such as two-way radios.
- May serve in a lead supervisory capacity over assigned projects, as necessary.
- Monitors service and repair efficiency through the maintenance and submission of work records and reports.
- Participates in the purchase of supplies, materials and equipment.
- May train and assist other technicians in the efficient maintenance and repair of communication devices and equipment.
- Performs related work as assigned.

**Minimum Qualifications:**
High school graduate or GED equivalency supplemented by satisfactory completion of technical courses in advanced electronics. Considerable experience at the journeyman-level in the repair and maintenance of electronic communication equipment in the field of two-way communications including 800 mHz trunking radio equipment, including considerable familiarity with vehicles and video recorders.

**Knowledge and Skills:**
- Extensive knowledge of pertinent Federal Communications Commission (FCC) rules and regulations regarding two-way radio equipment, methods of electrical and electronic troubleshooting, and familiarity with a wide variety of RF testing equipment such as spectrum analyzers, voltmeters and oscilloscopes.
- Considerable knowledge of the practices, methods, equipment, tools and materials used in electronic communication and video equipment installation, maintenance and repair.
- Considerable knowledge of the principles of electrical and electronics theory.
- Knowledge of the occupational hazards and safety precautions of the work.
- Skill in the use and care of electronic communication and audio-visual repair tools and equipment.
- Ability to read and understand technical manuals, schematics and sketches of electronic communication and video equipment.
• Ability to locate and repair defects in radio receiving and transmitting devices and audio-visual equipment.
• Ability to establish and maintain effective working relationships with employees and vendors, as necessitated by the work.

Required Responsibilities:
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all city staff and employees.

Core Competencies:
• Adaptability/Flexibility
• Coaching
• Planning & Organization
• Problem Solving
• Safety Focus
• Teamwork
• Team Leadership

Necessary Special Requirements:
Possession of an Electronic Technician Certificate issued by a City recognized agency (i.e., APCO, NARTE - technical or engineering level - NABER, FCC General Class Radio Telephone License) or be able to obtain certification within one year of appointment. Must be in possession of and maintain a valid State of Florida Driver’s License. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.