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## THURSTON 9-1-1 COMMUNICATIONS

# Radio Systems Manager

## Classification Specification 1118

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**Department:** Radio Systems  
**Pay Plan/FLSA Status:** MTP/Exempt  
**Reports to:** Executive Director  
**Supervises:** Radio Technician

### **GENERAL DESCRIPTION**

The Radio Systems Manager is responsible for designing, recommending for purchase, maintaining and repairing radio transmitting and receiving equipment (including climbing towers and poles used as antenna supporting structures owned or leased by TCOMM). This position is also responsible for assembling, installing or overseeing installation of new radio and telephone equipment; and assembly, installation and maintenance of backup power systems, console equipment, recording equipment, and other electronic devices as used by the agency.

This job description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

### **ESSENTIAL JOB FUNCTIONS**

Performs and manages a variety of communications equipment repair, maintenance, installation, modification and design functions, both on premise and remote sites. Maintains parts and equipment inventory; coordinates with vendors, suppliers and outside agency personnel.

Installs, maintains and repairs microwave systems, radio control and console equipment, telephone equipment, audio recording equipment and electronic security devices.

Installs, maintains and repairs computer terminals, computer communication devices, printers and other computer interface devices related to radio systems to a board maintenance level.

Maintain, test and repair electric generating and power conditions equipment.

Supervises and participates in system design and layout of new or modified electronic systems.

Performs frequency and audio level tests on radio equipment; troubleshoots problem areas and develops problem solution.

Maintains or oversees communications capital inventory and parts listing; maintains service records; orders equipment and supplies. Develops and maintains equipment and software replacement and upgrade schedule.

Prepares compiles and maintains various radio operations records, F.C.C. licenses, parts inventory records, and equipment activity logs.

Supervises and assists with the origination, design, fabrication, adjustment, repair and/or replacement of systems, circuits, and components. Work may also involve specification writing.

Operates a variety of electronic test equipment including signal analyzers, multimeters, oscilloscopes, signal and tone generators and other testing equipment to isolate malfunctions.

Isolate and/or repair malfunctions in radio, telephone and recording equipment.

Provide radio system expertise in the analysis of systems for member agencies where appropriate, and may provide written recommendations for action.

Manages grant requirements for any radio system purchased with grant funds, including equipment management, identification, inventory, etc.

Develop, design, plan, layout and construct new or modified electronic systems.

Supervise and provide technical assistance to subordinates and/or contractors as assigned.

Provide training to radio dispatchers as required.

Performs other duties as assigned.

### **DISTINGUISHING FEATURES**

This position requires knowledge of design, engineering and maintenance of complex radio and paging systems associated with public safety communications centers. Supervisory skills are necessary to oversee other technical employees or other associated contracted laborers on large projects involving county, state and federal communication links.

### **WORKING CONDITIONS**

80% of duties are performed in a secured windowless office with a special low light system. Medium amount of bending and lifting required to a maximum of 70 lbs. Position requires travel and work under all types of weather conditions and various types of terrain, and includes climbing poles or towers used as antenna structures and working with electronic equipment capable of electric shock.

## **QUALIFICATIONS**

Experience in design and engineering of radio communications systems.

Associates Degree in Computer Science, or vocational education in a technical electronics training program (with emphasis in radio communications technology), at a recognized educational institution., Bachelor's Degree in Computer Science is preferred.

Five years of experience in design, engineering, installation, maintenance, testing, and repair of public safety radio systems, including UHF, VHF, M.W. and associated electronic equipment. Previous supervisory and/or management experience in the communications maintenance field and experience in project start-up including, but not limited to, service shop start-up and record keeping functions desirable.

Equivalent military training may be substituted for the required experience on a year-for-year basis, up to a maximum of two years.

Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

General Radio Telephone Operator's License or equivalent industry certification.

## **DESIRED SKILLS**

Ability to communicate effectively both orally and in writing with all levels within the organization, and to establish and maintain effective working relationships.

Ability to manage large, complex radio system technology projects; organize and prioritize work and maximize the utilization of computer resources.

Ability to train, organize, coach, facilitate groups and evaluate the work performance of staff.

Ability to participate as a member of a self-directed work team and utilize the resources of other team members.