

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TELECOMMUNICATIONS SPECIALIST II -
Radio Communications Technician

SALARY GROUP: B18

DEPARTMENT: Communications

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joe Miles DATE: 09/05/2013

POSITION #: 046055

I. JOB SUMMARY

Performs routine telecommunications work. Work involves diagnosing and resolving voice and data telecommunications problems; and installing and operating telecommunications components. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Repairs, tests, installs, and maintains telecommunications components to include microprocessor controlled analog and digital transceivers, mobile emergency lighting systems, and telecommunications consoles; and provides liaison with vendors in solving routine problems with communications components.
- B. Receives and responds to reports of trouble related to telecommunications and data equipment to include voice and data equipment, mobile transceivers, base stations, repeater equipment; and uses electronic testing equipment to diagnose and solve equipment problems.
- C. Assists in designing, configuring, and implementing network communications products; operates personal computers to program channel frequencies, options, features, and align portable, mobile, base station, repeater control, repeater, console, and other microprocessor-controlled communications equipment; and deploys and supports emergency communications and related equipment during emergencies.
- D. Assists in training staff in the use of testing equipment and standard operating procedures for telecommunications and electronic equipment; and provides technical guidance in troubleshooting, alignment, and repair procedures.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Electronics, Electrical Engineering, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning experience in installation, maintenance, programming, repair of radio communications electronic equipment, or telecommunications equipment.
3. Federal Communications Commission (FCC) General Radiotelephone Operator's License preferred.

Equivalent technical or trade school courses in Electronics, Radio Repair, or a related field may be substituted for the required semester hours or years of experience. The same technical or trade school courses may not be used to substitute for both required semester hours and years of experience.

B. Knowledge and Skills

1. Knowledge of electronic fundamentals and radio communications systems and equipment.
2. Knowledge of policies and FCC regulations pertaining to radio communications preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to plan work in order to meet established guidelines.
7. Skill to prepare and maintain accurate records, files, and reports.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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Page 3 of 3

10. Skill in the use of technical manuals and electronic test, measurement, and diagnostic equipment (TMDE) to identify problems.
11. Skill in the use of test equipment, schematic diagrams, design drawings, and manuals.
12. Skill to modify, troubleshoot, and repair electronic equipment.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, dust, fumes, grease, oils, solvents, working at heights, working on ladders or scaffolding, vibration, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, UHF and VHF 700/800 radio, radio communications installation and test equipment, telephone, hand tools, and automobile.