

### RADIO TECHNICIAN 3

#### KIND OF WORK

Highly technical repair and maintenance of electronic communications equipment and training of technical personnel.

#### NATURE AND PURPOSE

An employee in this classification is responsible for directing and participating in the installation, repair and maintenance of mobile radios, base stations, counsoles and related electronic equipment for radio communications. Employees in this classification are accountable to a Radio Maintenance Supervisor. Supervision is in the form of periodic discussions, reviews of reports and results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and implements the work schedule of a repair shop for the installing, repairing, and maintaining of mobile radios, base and repeater stations, and miscellaneous non-radio equipment.

Trains and directs Radio Technicians in radio maintenance activities.

Instructs construction/maintenance personnel in the proper usage of the counsole and mobile radios.

Participates with subordinate Radio Technicians on difficult or special radio repairs.

Maintains current records on the condition of radios and transmitting equipment to assure compliance with F.C.C. regulations.

Prepares records and reports on inventory and time expenditure for cost accounting purposes.

Determines work priorities when requests exceed manpower limitations.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The methods and techniques necessary for adequate and efficient installation, maintenance, and repair of electronic communications equipment.

The F.C.C. rules and regulations governing the repair and adjustment of short wave radios.

The latest developments in the field of electronic communications.

Accepted training techniques.

Report writing and recordkeeping.

Ability to:

Train technical personnel in the proper methods of electronic repair.

Communicate effectively with other employees and user agency clientele.

Schedule work, maintain proper records, and affect an orderly operation of a telecommunications repair shop.

SPECIAL NECESSARY QUALIFICATIONS

Possession of a 2nd class F.C.C. radio-telephone license.

Est.: 4/25/68  
Rev.: 6/81

T.C.: 7/11/73, 6/81, 4/84  
Former Title(s): Radio Technician  
Principal