

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Radio Repair/Programming Technician	Department:	Radio Shop
Requisition Number:	2024242		
Hours:	7:30 a.m. – 4:00 p.m., may vary	Rate of Pay:	\$33.5790 per hour
Date Posted Up:	9/3/2024	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Technical Director, incumbent programs, repairs and maintains all radio related electronic equipment for the City of Fort Wayne. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

Information/Communication

- Answers and provides service with phone calls to the Radio Shop including handling customer complaints and inquiries;
- Reads and interprets electronics system drawings, schematics, diagrams, and sketches - relative to troubleshooting and repair;

Management/Operations

- Programs, repairs and maintains all conventional and trunked radio equipment;
- Setup and maintain radio access records in the Motorola Provisioning Manager;
- Uses applications within the Motorola NM Client to troubleshoot and diagnose subscriber/system issues;
- Travels to other departments/remote locations for programming/updating radios;
- May need to remove/install mobile radios in vehicles;
- Programs, repairs and maintains all paging equipment, including the 911 communications paging database;
- Creates and maintains all conventional and trunked radio programming templates;
- Programs, repairs and maintains FWFD Knox Box equipment;
- Skills in the use of various communications test equipment such as communications system analyzers, service monitors, Ethernet link test sets, Transmission Impairment Measurement Set (TIMS), multimeters and analog & digital RF power meters is helpful;
- Prepares radio subscriber usage reports in the Motorola NM Client and the GenWatch system;
- Complies with present FCC standards of radio equipment operation;
- Maintains immediate and associated work areas in a clean and orderly manner; Completes cleaning duties in required areas;
- Completes required work records, neatly, completely, and in a timely manner;
- Provides availability for after-hours call for public safety emergencies;

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A minimum of three years related experience and/or training in portable/mobile two-way radio; or equivalent combination of education and experience. Applicant must have a basic knowledge of AC/DC electronics and two-way radio maintenance and programming.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Communicates effectively both orally and in writing;
- Establishes and maintains effective working relationship with staff, City Personnel, and the general public;
- Knowledge and experience in programming conventional and trunked radios;

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain a valid Indiana Driver's License;
- Must be able to obtain and maintain a background clearance as required;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; and talk or hear. Radio and electronic installations require

bending, stretching, stooping, and even laying in the trunks of vehicles. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, sit, climb or balance, and taste or smell. Lifts up to 50 pounds on a regular basis, however, carts and assistance are available for over 50 lb. lifting. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee is frequently exposed to risk of radiation. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; and vibration. Certain locations can be extremely dusty & dirty. The noise level in the work environment can be loud.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.