



Washington County Consolidated Communications Agency

ELECTRONICS/COMMUNICATIONS TECHNICIAN 1

DEFINITION:

To maintain and repair Agency and user radio and telecommunications equipment, telemetry equipment and computer systems; performs related support work as required.

DISTINGUISHING CHARACTERISTICS:

The Communications Technician 1 has primary responsibility for the maintenance and repairs of the Agency's radio, telecommunications and data systems. This position is primarily responsible for local site support and maintenance as well as directly interfacing with Agency customers and users (participating jurisdictions). The Communications Technician 1 responds to trouble calls, status, reporting trends and alarms to determine the appropriate response/action and the priority of that action. The Communications Technician 1 is then responsible for taking the necessary action to resolve the problem and to notify the End User of the initial status and final outcome of the work performed. An incumbent in this classification is off-shift on-call technical support to respond to and resolve malfunctions in the Agency or Users communications or data systems.

SUPERVISION RECEIVED:

Work related activities are performed under the supervision of the Technical Services Supervisor who reviews work primarily on the basis of results attained.

SUPERVISION EXERCISED:

Direct supervision is not generally a responsibility of positions in this classification.

EXAMPLES OF WORK

1. Perform calibration, configuration and repairs on portable and mobile two-way radios, pagers, mobile data terminals, digital pagers, voting receivers, radio control consoles, alarm systems, intercoms and antenna systems.
2. Perform maintenance and repairs on personnel computers, printers, multiplexers, controllers, and channel banks.

3. Install and maintain LAN/WAN (Local Area Networks/Wide Area Networks), including bridges, routers, switches, hubs, modems, and wiring closet construction.
4. Perform preventative and emergency maintenance on portable and mobile two-way radios, pagers, mobile data systems, personal computers, workstations, servers, printers, modems, routers, hubs CCTV, cable TV, digital logging records, UPS and batteries.
5. Install and maintain two-way radios, mobile and portable antenna systems, cellular telephones, mobile data terminals, personnel computers, modems, printers, and electronic sirens.
6. Maintain an inventory and order parts and installation materials as necessary.
7. Maintain records on all work performed.
8. Implement / document basic systems, wiring and/or circuits in response to custom needs of the Agency and Users.
9. Attends schools and seminars, as assigned, to upgrade skills and provide contemporary service to the Agency.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrate proven working knowledge of analog and digital two-way radio systems, mobile data systems, and computer equipment theory relating to public safety applications. Basic understanding of CAD (Computer Aided Dispatch) systems and CAD interface to remote users, 9-1-1 telephone systems and WAN systems. Demonstrate a working knowledge of digital and microprocessor electronics. Demonstrate a basic knowledge of Motorola and Intel microprocessor architectures, DOS, UNIX/Linux, and Windows 95/NT/2000/XP client/server operating systems, TCP/IP protocols and frame relay systems. Demonstrate a competent understanding of communications theory relating to the transport of audio, video, computer, and the associated radio frequency circuits and their application. Demonstrate a basic knowledge of emergency power systems, UPS systems, backup generators and batteries. Demonstrate a working knowledge of federal and state rules and regulations governing communications activities.

Demonstrate basic skills in the use and operation of communications and computer systems electronic test equipment and the use of personal computers and their operating systems and common applications such as Excel, Word and Terminal applications. Demonstrate a proficiency in the operation of hand and power tools; soldering of Through Hole and SMT components.

Must have mechanical abilities pertaining to the installation of two-way radios, antennas, telephone, category 5 cabling, data lines, cable TV coaxial lines, and P.A. systems; read and use schematic plans and diagrams; program two-way radios, base stations and mobile data terminals. Work with the latest equipment to install and troubleshoot Ethernet computer networks.

Work effectively; prioritize work; maintain effective working relationships with personnel from various agencies and other employees; communicate effectively both verbally and in writing; maintain clear and accurate records.

EXPERIENCE AND TRAINING:

Responsible experience installing, repairing and maintaining electronic communications, data communications, computer systems and networks; and coursework or special training in electronic technology or related areas; or any equivalent combination of experience and training which demonstrates the knowledge, skill and abilities to perform the above-described duties.

SALARY RANGE:

The salary range for this position is \$3,804 to \$4,855 per month dependent upon depth of experience and applicability of that experience to this position.

TESTING REQUIREMENTS:

Candidates will be required to complete an extensive testing process, including but not limited to, completion of an Agency application and supplemental questionnaire, skills demonstration tests, oral board interview, background investigation, physical ability examination, drug screen and psychological examination. Each candidate will be ranked based on their scores in each category and evaluated by the Director. The Director will select the final candidate eligible for hire.

NECESSARY SPECIAL REQUIREMENTS:

Possession of an FCC license at the time of appointment; Category 5 cabling certified desired; ability to obtain a valid Oregon driver's license within 30 days of hire; safe driving record.

ADOPTED by E-BOARD:**08-17-06**

Washington County Consolidated Communications Agency

Application for Employment

An Equal Opportunity Employer

WCCCA does not discriminate on the basis of sex, age, race, color, national origin, religion, disability which can be reasonably accommodated without undue hardship, marital status, veteran status or other status protected by applicable law.

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. **PLEASE PRINT**, except for signature on back of Application. This Agency will make reasonable accommodation in the application process, if requested.

This application is current only for (6) six months.

NAME (Print) _____ TODAY'S DATE _____
Last First Initial

PRESENT ADDRESS _____
No. Street City State Zip

TEL. #. _____ EMAIL ADDRESS _____
Day Evening

Position applied for? _____ When are you available for employment? _____

Have you ever applied for or worked for WCCCA before? Yes _____ No _____ If so, when? _____

How did you hear about this job opening? _____

RECORD OF EMPLOYMENT

1. Name of Current/Most Recent Employer				Address		Telephone		Type of Business	
Dates Employed			Rate of Pay		Job Title			Supervisor's Name and Title	
From	To		Starting	Ending					
Mo.	Yr.	Mo.	Yr.						
List the jobs you held, duties performed, skills used or learned, advancements or promotions.									
Reason for leaving:									

2. Name of Next Previous Employer				Address		Telephone		Type of Business	
Dates Employed			Rate of Pay		Job Title			Supervisor's Name and Title	
From	To		Starting	Ending					
Mo.	Yr.	Mo.	Yr.						
List the jobs you held, duties performed, skills used or learned, advancements or promotions.									
Reason for leaving:									

3. Name of Next Previous Employer				Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Job Title		Supervisor's Name and Title	
From	To	Starting	Ending				
Mo.	Yr.	Mo.	Yr.				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.							
Reason for leaving:							

4. Name of Next Previous Employer				Address		Telephone	Type of Business
Dates Employed		Rate of Pay		Job Title		Supervisor's Name and Title	
From	To	Starting	Ending				
Mo.	Yr.	Mo.	Yr.				
List the jobs you held, duties performed, skills used or learned, advancements or promotions.							
Reason for leaving:							

Have you ever been convicted of a criminal offense or are you awaiting prosecution of a crime? Yes___ No___
 (A conviction or pending prosecution will not necessarily disqualify an applicant from consideration for a position.)

If yes, please explain: _____

Are you over 18 years of age? Yes___ No___

Are you legally authorized to work in the United States? Yes___ No___
 (Federal Law requires proof of identity and employment authorization for all new employees.)

For Driving Job Only: Do you have a valid driver's license? Yes___ No___ License Number and State Issued: _____

EDUCATION (Circle last year completed)					SCHOOL NAME/LOCATION	MAJOR SUBJECTS/DEGREE
Elementary & Jr. High	5	6	7	8	_____	Not Applicable
High School	9	10	11	12	_____	_____
College	1	2	3	4	_____	_____
Other job-related education					_____	

I understand and agree that information may be developed through an Agency review of background history records, personal interviews with third parties such as family members, neighbors, friends, associates, former employers, educational institutions, custodians of official records or other sources. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize such persons, companies, organizations or corporations to answer all questions or release any information regarding me for purposes of my application for employment. I hereby release them and WCCCA from any liability and hold them harmless from any claim for releasing any information within their knowledge and/or records.

I certify that the answers given by me to the foregoing questions and during any interviews are true and correct without consequential omissions, and understand that my failure to do so will result in the rejection of my application and, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal. **I understand and acknowledge that this employment application does not constitute an employment contract. I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms.**

In consideration of my employment, I agree to conform to the instructions, rules and policies of WCCCA. Further, I hereby affirm that I am able to perform the essential functions of this job, with or without reasonable accommodation, as outlined in the attached job description and/or announcement.

 Date Signature of Applicant Signature of Witness Date