



Communications Specialist I

Job Description

Department: Public Works
Position: Career Service
Grade: 723
Supervisory: No
Reports to: Division Manager - Communications

Summary

Under close to general supervision of the Division Manager - Communications, performs hands-on support work in installation, maintenance, and repair of radio, telephone, vehicle-mounted, fiber optic, and other telecommunications systems to ensure reliable communications for all County operations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist with equipment system designs and modifications to meet system requirements and maintain system compatibility across telecommunications systems.
2. Assist with the installation, programming, maintenance, upgrade, and repair of telecommunication systems, including switches, voice terminals, and voicemail systems.
3. Assist with the installation, maintenance, and troubleshooting of radio systems and their components, including base station radios, repeaters, microwave systems, and complex antenna systems; support the completion of maintenance checks required by Federal Communications Commission (FCC) rules.
4. Assist with programming, maintenance, and basic troubleshooting of mobile and portable radios to ensure compatibility and integration across communication platforms.
5. Assist with the installation, maintenance, and repair of vehicle-mounted communication and safety systems, including two-way radios, video systems, sirens, and lights.
6. Assist with the installation, maintenance, and repair of inside and outside plant fiber optic cable infrastructure, including cable splicing, termination, and testing.
7. Assist with the installation, termination, and testing of various types of ethernet and network cabling infrastructure to ensure proper connectivity.
8. Assist with the maintenance, upgrade, and repair of communication systems including interfaces with external public safety organizations; help troubleshoot connectivity and performance issues that may involve third-party equipment.
9. Perform preventive maintenance and general repairs on radio, telephone, fiber optic, and other telecommunication systems equipment.
10. Climb communications structures including towers and poles to assist with the installation, repair, and maintenance of antennas, microwave dishes, and other equipment.

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11. Assist with the bench repair of mobile and portable two-way radios, and fiber-related devices; test and calibrate equipment to required specifications.
12. Assist with the maintenance of accurate inventory of equipment, parts, and tools; clean, maintain, and properly store assigned tools and test equipment.
13. Assist with the installation of aerial, underground, and in-building telecommunications cabling and associated conduits, including fiber and copper networks.
14. Maintain clear and accurate work documents, logs, and various records and reports related to maintenance and repair activities, including records used by external agencies.
15. Respond to emergency situations on an on-call basis as assigned.

Knowledge, Skills, and Abilities

- Foundational knowledge of telecommunications systems, including radio, fiber optic systems, and voice network principles
- Basic knowledge of telecommunications equipment, including its functions, components, design, and structure
- Knowledge of pertinent FCC rules and regulations related to system maintenance
- Skilled in operating common hand and power tools
- Skilled in reading and interpreting technical documents, including schematics, diagrams, and Computer-Aided Design (CAD)/Geographic Information System (GIS) maps
- Skilled in maintaining accurate logs, inventory records, and work documents
- Skilled in effective interpersonal communications to coordinate with team and report completed work
- Ability to perform basic mathematical calculations
- Ability to learn and apply technical skills in radio programming and fiber optic splicing, termination, and testing
- Ability to work safely at significant heights, including climbing and performing duties on towers and poles
- Ability to follow technical instructions and troubleshoot problems in a logical manner
- Ability to respond to on-call and emergency situations in a calm and effective manner
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a mixed work environment that includes a professional office and outdoor field locations, where the noise level is typically moderate. The role requires extended periods of outdoor work, potentially in adverse weather conditions including extreme heat, cold, or inclement weather. Due to the nature of the work, the employee may be exposed to a variety of potential hazards that could

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cause bodily injury. These include physical hazards from moving mechanical parts of tools or machinery, electrical hazards such as the risk of electrocution when working near power lines, and exposure to high-power radio frequency (RF) emissions, high-power light sources, and invisible laser radiation. The environment may also include exposure to hazardous chemicals, fumes, dusts, gases, or poor ventilation. All work must be performed in compliance with safety standards mandated by the Occupational Safety and Health Administration (OSHA), which includes the required use of personal protective equipment (PPE). The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, listen, kneel, twist, climb, walk, and bend. Specific vision abilities necessary for this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee will be required occasionally to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and frequently lift supplies and equipment up to seventy-five (75) pounds and occasionally up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand. Incumbent may be expected to be on-call as assigned.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree or two-year certificate in telecommunications, radio, fiber optic systems, or other related field; OR completion of vocational/technical program in a related field.
2. Two (2) years of work experience in telecommunications, radio, or fiber optic systems.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

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2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must complete the following training courses and obtain the listed certifications during the probationary period for new hires or the trial period for promoted County employees and must maintain all required certifications during employment. Selected applicants or County employees may also be required to obtain additional certifications as directed. County employees must possess all required certifications and licenses before moving into this classification through reassignment, transfer, or career ladder advancement.
 - a. Forklift Certification
 - b. CPR Certification
 - c. Electronic Technicians Association (ETA) Certifications
 - i. Associate Certified Electronics Technician (CETa)
 - d. Confined Space Training
 - e. Trench Safety Course
 - f. Tower Climbing Safety Training
 - g. Complete a Defensive Driving Course

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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