



Telecommunications Specialist I

Job Description

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

Summary

Installs, maintains, updates, and repairs Utah County's radio, telephone, and other telecommunications systems. Incumbents are assigned a primary focus of either telephone systems or radio systems but provide cross-disciplinary support for all telecommunications systems.

Essential Functions

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

1. Perform system design and modification of existing equipment to accommodate system requirements and maintain system compatibilities.
2. Perform preventive maintenance and repairs of equipment.
3. Maintain, upgrade, and repair communications systems including interfaces to outside public safety organizations and troubleshooting connectivity and performance issues involving equipment not owned by the County.
4. Climb communications structures (towers, poles, etc) to install, repair, and maintain antennas, microwave dishes, and other equipment.
5. Perform bench repair of telephone equipment and mobile and portable two-way radios.
6. Clean, maintain, inventory, and store assigned tools and test equipment.
7. Maintain equipment and part inventory.
8. Assist with installation, maintenance, and repair of other County telecommunications systems.
9. Assist with installation of aerial, underground, and in-building telecommunications cabling and associated conduits.
10. Maintain work documents and various records and reports including records used by outside agencies.
11. Respond to emergency situations on an on-call basis as assigned.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Telephone Systems:

1. Perform day-to-day management and administration of Avaya PBX telephone systems.
2. Install and program Avaya telephone switches, voice terminals and related voice-mail systems.
3. Repair, upgrade, and maintain telephone systems. Repair, upgrade, and maintain CISCO SONET systems.

For Office Use Only

Job Code: 3891

Job Title: Telecommunications Specialist I

FLSA: Non-Exempt

Effective Date: 8/17/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

Radio Systems:

1. Install, maintain, and troubleshoot base station radios, repeaters, microwave systems, complex antenna systems, and control consoles including maintenance checks required by FCC rules.
2. Program synthesized mobile and portable radios.
3. Maintain and troubleshoot equipment associated with County vehicles including two-way radios, video systems, sirens, and lights. Assist with installation of this equipment as needed.

Knowledge, Skills, and Abilities

- Knowledge of radio or telephone systems
- Knowledge of telecommunications equipment, design, structure, and function
- Knowledge of pertinent FCC rules and regulations
- Skilled in soldering and component repair
- Skilled in the operation of specialized testing equipment
- Skilled in mechanical practices
- Skilled in reading writing, and basic math
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a variety of settings, but is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This job occasionally requires the use of protective devices such as masks, hard hat, harness, and gloves. This job exposes incumbent to possible bodily injury from: moving mechanical parts of equipment, tools, or machinery; exposure to high-power radio frequency emissions; exposure to high power light sources and invisible laser radiation; electrocution hazard when working near power lines. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation and hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. This position drives a motor vehicle.

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 manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This position requires the ability to lift supplies and equipment up to 100 pounds.

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This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type and file.

Position Type/ Expected Hours of Work

The employee must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. Associate degree in Electronics or a related field
2. One year of radio or telephone system installation and maintenance work experience
3. Equivalent combinations of education and work experience may also be considered

Additional Eligibility Qualifications

1. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment
2. Selected applicants may be subject to, and must pass, a background check

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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