



COMMUNICATIONS EQUIPMENT MAINTENANCE SPECIALIST

Occupational Code: 5403

Salary Range: 19A

Status: Classified

FLSA: Non-exempt

Established: 4/99

Revised: 4/06

NATURE OF WORK:

Responsible work in issuing and maintaining an inventory of all Police radios and support equipment. An employee in this position will coordinate with General Services Administration Radio Shop for delivery and pick up of radios in need of repair. Additionally, an employee in this classification will serve as a contact point for outside contractors responsible for servicing Police pagers and telephones. Coordinates the issuance and exchange of broken pagers. Incumbent in this position reports to a Police Sergeant or higher level administrator who reviews work for efficiency and completeness.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Sets, disseminates, changes and exchanges Police radio equipment (i.e. radios, pagers, telephones and computers).

Monitors channels in order to correlate with the Police Officer's proper division and unit.

Coordinates with GSA radio repair shop to drop off radios for repair.

Updates SIMS System.

Maintains, reviews and files invoices from vendors.

Evaluates equipment being considered for future purchase by the City of Miami Police Department for use by their Police Officers and Civilian employees.

Researches and updates information on latest technology in related areas.

Troubleshoots and makes minor repairs as needed, on radio and telephone equipment in Police Headquarters.

Enters work orders and monitoring the status of the reports.

Performs other related work as required.

COMMUNICATIONS EQUIPMENT MAINTENANCE SPECIALIST (Cont.)

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Knowledge of the duties of Police Communications Operator.

Knowledge of the duties of Police Communications Assistant.

Knowledge of the Dictaphone Recording System.

Knowledge of current Police Department Communications Bridge Functions.

Knowledge of the Police Department's Computer Aided Dispatch (C.A.D) system.

Working knowledge of the Police Department's 9-1-1 phone system.

Working knowledge of Police Departmental Orders in general and specifically as they pertain to Police Communications.

Working knowledge of Police Communications Section's Standard Operating Procedures.

Working knowledge of Police Department's phone and radio system.

Working knowledge of the Motorola SMARTNET Information Management System (SIMS II).

Working knowledge of Personal Computers.

Ability to maintain precise inventory and records of issued police radios, pagers and other associates equipment.

Ability to maintain equipment necessary to perform the function of the position.

DESIRABLE BASIC TRAINING AND EXPERIENCE:

Graduation from high school or equivalent and considerable (2 - 4 years) experience in maintaining and coordinating inventory and distributing materials. Some (6 months - 2 years) experience in a communications unit within a law enforcement agency is highly *desirable*. A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be presented to the Department of Employee Relations.

TOOLS AND EQUIPMENT:

Small hand tools; field strength/SWR Tester; chargers; discharges; reconditioners; PC, including SIMS program; Dictaphone and SIMS.

COMMUNICATIONS EQUIPMENT MAINTENANCE SPECIALIST (Cont.)

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 constantly required to stand, sit and walk. The employee is also frequently required to use hands to finger, handle and feel; reach with hands and arms. Occasionally, there is a need to reach, climb and perform heavy (over 50 lbs) lifting. Also, the employee must occasionally perform moderate lifting (15-50 lbs.). Usage of a vehicle may be necessary to perform the duties of the position.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those 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.)

Work is mostly performed in a temperature controlled modern office setting mostly from a seated position at a modular workstation. Occasionally employee may work outside. The office area does have a cluttered floor area and electrical hazards. The employee does perform overtime and may be required to travel, as needed. The noise level in the work environment is usually low.