

# Umatilla Morrow Radio & Data District

Position/Title Communications Technician

**Salary Range: \$55,000 to \$68,000**

**BOLI Exempt: No**

## GENERAL DESCRIPTION OF POSITION

Under the direction of the District Administrator this position will support the Umatilla Morrow Radio & Data District (UMRDD). The Communications Technician is responsible for maintaining all of UMRDD's equipment. This equipment includes a Motorola SmartZone trunked simulcast voice system with 7.9 version system core and 9 remote sites, a Motorola MCC7500 dispatch console system with three dispatch centers, an Alcatel DS3 microwave loop system, and various smaller conventional VHF and UHF systems. The Communications Technician also maintains the field subscriber units that are supported by the voice system.

## SUPERVISORY RELATIONSHIPS

Supervision Received: This position is directly supervised by the District Administrator. Work quality and productivity are reviewed and evaluated annually.

Supervision Given: This position may provide supervision to contractor representatives working on UMRDD communications projects.

## PRINCIPAL DUTIES OF POSITION

1. Serves as the System Technician for the UMRDD. Maintains a nine site Motorola SmartZone 2-way voice system including simulcast operation with an Alcatel MDR8000 microwave loop system.
2. Designs, installs, and maintains various conventional UHF and VHF radio systems.
3. Analyzes and comprehends diagnostic test results in order to repair system equipment.
4. Programs, troubleshoots, and tests radio system subscriber units.

5. Provides system users with direct support and feedback regarding their use of the District's systems.
6. Operates a service vehicle with a GVWR of 18,000 pounds.
7. Responds to alarms, outage notifications, and emergency communications support requests at all hours.
8. Coordinates all activities with the District Administrator.
9. Makes verbal and written recommendations regarding the operation and maintenance of UMRDD systems to the District Administrator.
10. Other duties as assigned by the District Administrator.

### **REQUIREMENTS FOR POSITION**

**Degree:** AA Electrical/Electronics Engineering, or equivalent combination of education and experience.

**RF Experience:** Advanced/Journeyman Level. Must have at least 5 years of progressively responsible RF communications experience, which includes RF electronics theory and circuit analysis, with commensurate practical application. Working knowledge of commercial two-way radio communications equipment, plus applicable maintenance and installation experience. Hands-on service and maintenance experience with handheld portables, mobile radios, base stations, mobile relays, and point-to-point communications. Bench experience which includes basic troubleshooting and circuit analyses, setting of power levels, deviation, and transmitter alignment. Knowledge of Federal Communications Commission (FCC) Rules and Regulations. Additional experience to include communications tower climbing and apparatus installation, and lightning protection and grounding theory. Knowledge of communications console equipment, especially Motorola MCC7500 consoles, is highly desirable. Factory training and certifications are a plus.

Must have excellent computer skills. Must be able to work in both Windows and UNIX environments.

Must possess a valid driver's license and an excellent driving record.

Previous experience in emergency communications is preferred.

### **FOR HUMAN RESOURCES USE ONLY**

**Provided to Employee:**

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**Employee's Signature/Date**