



Greenwood County, SC Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Communications Equipment Technician	Department: Radio Shop	
Pay Grade: 110	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to provide quality communications repair and service for all two-way radio communications equipment.

Works under minimal supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

Provides maintenance for radio communications equipment for Dispatch, Sheriff Department, EMS, Fire and Public Works departments.

Conducts preventative maintenance using test equipment measuring radio frequencies and audio levels.

Enters data into computer to maintain records on all radio equipment and parts inventory.

Operates vehicle for repair work around county when needed.

Operates bucket truck for maintaining radio system around the county.

Installs and removes radios, cameras, sirens and light bar antennas.

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Additional Duties:

Engineers and builds ad hoc circuitry for troubleshooting as needed.

Keeps shop and restroom clean and orderly.

Determines parts needed for equipment repair.

Performs related work as assigned

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs arithmetic operations using data or information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Serves others such as customers, attends to their requests and exchanges information with them.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

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Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

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Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

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Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to electrical shock, heights and inclement weather.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in radio communications or electronic technology.

Requires two years' experience in two way radio repair and installation OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

None

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Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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