



**Class Code: 3591**

## **CLASS TITLE | LAND MOBILE RADIO TECHNICIAN II**

**PAY GRADE: IT-23 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)**

**Effective Date : 07/27/2022**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs installation, maintenance, design, modification, programming and technical repair work on Land Mobile Radio (LMR) systems and other various types of electronic and microprocessor based systems and equipment and other related assigned duties.

### **ESSENTIAL TASKS:**

- Performs installation, preventative maintenance, modification, programming and technical repair work involving a wide variety of various types of stationary and mobile communications equipment and systems
- Maintains test equipment, tools, communication towers and facilities associated with operational concerns of the City departments
- Performs component and board level repair of electronic and radio frequency (RF) equipment
- Installs, diagnose, repair and return to service various electronic equipment, two-way radio communications systems and associated subscribers and applications
- Performs installation, preventative maintenance, calibrations and component level repair work on the City's Weather Alert and Weather Sensor System
- Evaluates problems and prioritize tasks to meet the need of customers to meet deadlines
- Coordinates with and assists other departments, agencies, and municipalities regarding radio communications system requirements, utilization, and resolving technical problems
- Trains other technicians
- Maintains and updates work records and provides detailed work reports, schematics, and block diagrams as necessary
- Assists with keeping an adequate inventory of parts, shipping and receiving and conducting inventory as needed
- Reports to work on a regular and timely basis

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

### **QUALIFICATIONS:**

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,  
(b) Three (3) years of experience relevant to the essential tasks listed in this job description; **or**
2. (a) Completion of thirty (30) hours from an accredited college or university; **and**  
(b) Two (2) years' experience relevant to the essential tasks listed in this job description

### Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the operating principles of various types of electronic and microprocessor-based communication equipment
- Considerable knowledge of the tools, equipment, methods, and materials used in the testing, maintenance, installation, and repair practices of such equipment
- Good knowledge of the theories, design practices, and systems engineering requirements of telecommunications equipment

Ability to:

- Ability to analyze and diagnose problems in telecommunications and other types of equipment

- Ability to work in hazardous and/or high locations; Ability to install, maintain, design, modify, and repair a variety of solid state equipment
- Ability to perform assignments independently with limited supervision
- Ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Skill in:

- Skill in the use of various tools and equipment of the trade.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds; occasional carrying, pushing, and pulling up to 30 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and,**
2. Possession of a Federal Communications Commission (FCC) General Radio-Telephone License or certification from an accredited testing agency within one (1) year from date of hire.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors and in inclement weather. Technicians may be required to be on call, which includes overtime with little or no notice.

**EEO Code: N-03**

**Group: Engineering, Planning, and Technical**

**Series: Communications Operations and Maintenance**