

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

COMMUNICATIONS TECHNICIAN 1

DEFINITION

This is the entry/trainee level where employees learn to perform electronic work installing, maintaining, and repairing two-way radio communications equipment in an assigned radio station, geographic area or central service shop; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Learns the maintenance, repair, and installation of two-way radio equipment at base stations and in mobile units; installs and maintains intercommunication and public address systems in offices, garages, and weighing stations; installs and maintains electrical generators and assists in the installation and maintenance of radio antennas and towers.

Under direction, requisitions parts and supplies for radio, teletype and telephone equipment.

Performs less complex regularly scheduled preventative maintenance tests on radio units for operating frequency, modulation level, and power output; maintains Federal Communications Commission records, log books, and service records.

Learns the operation of testing and measuring equipment including voltmeters, ohmmeters, wattmeters, tube and transistor analyzers, oscilloscopes, signal and tone generators, frequency and deviation meters, and other testing devices to test and locate malfunctions.

Lays out and builds basic projects designed by advanced technicians including intercommunications systems, warning light control units, amplifiers, and oscillators under supervision.

Modifies components and units to increase operating efficiency of the system under direction.

Learns to receive, transmit, and monitor messages from or between all criminal justice agencies through operation of two-way radio, teletype, and telephone; relays and dispatches messages to state stations and interstate stations.

COMPETENCIES REQUIRED

Knowledge of Federal Communications Commission Rules and Regulations.

Knowledge of electronic theory, circuits, and components.

Knowledge of two-way radio communication methods and procedures.

Knowledge of the techniques and technical aspects of installing, maintaining, and repairing communications equipment.

Knowledge of current improvements and developments in electronics and communications.

Ability to isolate and repair circuit malfunctions.

Ability to express ideas effectively, orally and in writing.

Ability to travel and work under adverse weather conditions.

Ability to establish and maintain effective working relations as necessitated by work assignments.

Ability to use and care for electronic test equipment, tools and materials.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

One year of experience installing, maintaining and repairing radio communications equipment;

OR

one year of post high school course work in electronic technology including two-way radio communications.

Effective Date: 04/06 CH