

**Job Title: Public Safety Systems Manager**

**Pay Grade: \$68,000 to \$78,000 - DOQ**

**FLSA: Exempt**

**Position closes 9/28/18**

#### **NATURE OF WORK**

Under limited supervision designs, repairs and maintains MACECOM public safety radio systems and associated equipment.

#### **ESSENTIAL FUNCTIONS:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Initiates, oversees, and participates in the design, installation, maintenance, programming, and repair of MACECOM managed emergency response and public service radio systems and equipment.
- Evaluates and analyzes MACECOM communication system requirements; recommends systems and equipment necessary to meet the needs of end users.
- Installs, programs, optimizes, and maintains console control equipment, recording equipment, and electronic devices.
- Assembles, installs, and maintains backup power systems; provides for the optimization of radio, paging, and telephone equipment.
- Designs, installs, maintains, and repairs new and existing two-way radio systems.
- Installs, maintains, and repairs antennas and power systems.
- Originates, designs, fabricates, adjusts, identifies, repairs, and/or replaces systems, circuits, and components.
- Identifies, diagnoses, and corrects malfunctions occurring in base stations, mobiles, portables, county wide radio infrastructure, auxiliary power equipment, microprocessor radio dispatch consoles, recorders, amplifiers, antennas, cables, and electrical systems.
- Monitors and maintains parts inventory for existing and new communications systems.
- Maintains, catalogs and ensures the accuracy and currency of Federal Communications Commission licensing.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Provides 24/7 call out resolution in relation to after-hours public safety communications issues.

#### **WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in and around MACECOM and in the field; involves exposure to variable weather conditions, uneven terrain, working at heights, and with electrical currents; subject to sitting, standing, walking, bending, reaching, climbing ladders and towers, operating equipment, and occasional heavy exertion.

**EMPLOYMENT QUALIFICATIONS:**

Associates degree, vocational training program in electronics or equivalent military electronics training involving communications equipment, analog / digital circuitry, and test equipment usage or five (5) years' experience in analog and digital LMR (land mobile radio) systems install, troubleshooting and maintenance.

Possess current General Radio Telephone license.

A valid Driver's License is required.

**DESIRED QUALIFICATIONS:**

Knowledge of, and experience with, maintaining MACECOM's existing radio systems, infrastructure, and phone system.

**KNOWLEDGE AND SKILLS REQUIRED:****Knowledge of:**

- Principles and practices of radio communications.
- Radio communications systems and equipment to include simulcast, multicast and repeaters - both digital and analog.
- Communications equipment relative to emergency response and public service operations. Motorola, Kenwood, Emergency Call Works and Zetron knowledge and/or experience strongly preferred.
- Departmental tools, equipment, and diagnostic devices.
- Inventory control principles.
- Processes for preparing budget recommendations.

**Skills in:**

- Coordinating the maintenance and repair of radio communications equipment.
- Designing, installing, programming, and maintaining radio communications systems.
- Locating, diagnosing, and troubleshooting system malfunctions.
- Monitoring and maintaining parts inventories.
- Establishing and maintaining effective working relationships with staff, system end users, and outside agencies.
- Communicating effectively verbally and in writing.