

GRADE: 48NE

POSITION TITLE: SR. COMMUNICATIONS SERVICE ENGINEER
BUREAU: AUXILIARY SERVICES
DIVISION: COMMUNICATIONS SERVICE CENTER

REPORTS TO: SERVICE CENTER MANAGER

SUPERVISES: NONE

POSITION SUMMARY: Performs duties to install, maintain and repair communication and telecommunications equipment for St. Louis Metropolitan Police Department and the City of St. Louis.

FUNCTIONS OF THE JOB:

Essential Functions:

- 1) Install, maintain and repair fixed-end radio and telecommunications equipment.
- 2) Evaluate diagnostic reports regarding the trunked radio system, phone system, voicemail system, microwave link and the communications infrastructure network and take any appropriate action based on those reports.
- 3) Install, maintain and repair cable, to include fiber optic cable and associated electronics.
- 4) Install, maintain and repair city agencies radio equipment.
- 5) Install, maintain and repair police department communications equipment, to include public address systems, television equipment, alarm systems and other related equipment.
- 6) Install, maintain and repair recording devices for police department.
- 7) Evaluate radio frequency spectrum to locate external radio frequency carriers interfering with the police department's radio system.
- 8) Assist in training Service Engineers.
- 9) Install, maintain and administer computer networks and components associated with radio, recording and telecommunications systems.
- 10) Assist the Communication Service Engineers and the Radio/Communication Equipment Installers when needed.
- 11) Understand and maintain microwave data radio system.
- 12) Confer with, and make recommendations to management, relating to policies and administration of the various networks and systems.
- 13) Comply with revisions from time to time after mutual consultation.
- 14) Regular, punctual attendance is required.

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Sitting, Standing, Walking, Climbing, Stooping, Kneeling, Reaching, Pushing, Pulling, Grasping, Hearing, Talking.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with the ability to adjust the eye to bring objects into sharp focus, to judge distance and space relationships and to distinguish colors.
- 3) Employee required to exert 25 to 50 pounds of force occasionally and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force continuously to lift, push, pull or otherwise move objects.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Somewhat undesirable working conditions - employee exposed to noise, heat, cold, chemicals, electrical current, gases and fumes.

POSITION QUALIFICATION REQUIREMENTS:

Knowledge:

Bachelor Degree in Electronics, Electrical Engineering or equivalent experience. Advanced working knowledge of electronics, computer networking and radio frequency propagation.

Experience: Minimum of four years experience in electronics or equivalent with at least three years in radio frequency trunking, or at least three years as a Service Center Engineer.

Skills and Abilities: Skills and abilities that may be representative but not inclusive of those commonly associated with this position:

- 1) Ability to apply knowledge under extreme pressure and responsibility.
- 2) Apply common sense understanding to carry out instructions furnished in written or oral form.
- 3) Ability to communicate effectively both written and oral.
- 4) Ability to work independently.
- 5) Ability to work with various levels of employees.
- 6) Ability to troubleshoot and solve problems.
- 7) Ability to document modifications to original system designs or the design of a system.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position:

Power Tools, Hand Tools, Computer, Digital Volt Meter, Diagnostic Equipment, Communications Monitor, Oscilloscope, Fiber Optic Light Source, Spectrum Analyzer.

License(s)/Certification(s) Required:

Federal Communications Commission General Radio/Telephone Operator License or Personal Communication

Industry Association Certification, and a Microsoft Certified Systems Engineer Certification and/or Microsoft Certified Systems Administrator and/or Cisco Certified Network Associate or equivalent to these certifications.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s).

Original Evaluation	Revised by	Revised by	Revised by	Revised by	Revised by
DM - 12/97	MG: 10/00	MG: 03/04	MG: 04/08		