



CLASS TITLE | LAND MOBILE RADIO SYSTEM ENGINEER

PAY GRADE: IS-36 | www.cityoftulsa.org/pay

Class Code: 3589

Effective Date : 07/13/2022

PURPOSE OF THE CLASSIFICATION: Under direction this position performs installation, maintenance, technical repair work, configuration, and administration involving a wide variety of electronic and microprocessor-based communication systems and equipment and other related assigned duties.

ESSENTIAL TASKS:

- Designs, selects, tests, assembles, and standardizes the technology model for use in determining radio network system hardware and software requirements
- Oversees and assists professional and technical staff engaged in the creation, planning and development of the radio network system
- Performs installation, preventative maintenance, design, modification, programming, and highly skilled technical repair work involving various aspects of Land Mobile Radio systems and equipment.
- Coordinates with the FCC, vendors, contractors, and other agencies regarding technical and administrative planning, procurement, installation, operation, and maintenance of radio systems;
- Serves as the lead point of contact for operational and technical concerns with the 800MHz radio system
- Coordinates with and assists other departments, agencies, and municipalities regarding radio communications system requirements, utilization, and resolving technical problems
- Runs system reports to assess, diagnose and monitor system performance; and compiles agency airtime to be used for maintenance billing and other customized reports upon request
- Maintains and updates work records and provides detailed work reports, schematics, and block diagrams
- Maintains test equipment, tools, communication towers, and facilities associated with operational concerns of the City departments
- Maintains critical database record information required for radio system management
- 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) Five (5) 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; **or**
(b) Completion of an approved two (2) year technical program in electronics, telecommunications technology, computer science, or a related field; **and**
(c) Six (6) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Thorough knowledge of conventional and trunked radio systems
- Thorough knowledge of testing, maintenance, installation, and repair practices of such equipment
- Considerable knowledge of radio transmitting and receiving devices, microwave, antenna systems, combiners, and ancillary equipment
- Considerable knowledge of fleet mapping strategies; knowledge of current FCC rules and regulations pertinent to radio spectrum



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Ability to:

- Ability to program, troubleshoot and perform system diagnostics on complex radio systems
- Ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information
- Ability to establish and maintain effective and productive working relationships as necessary in order to achieve job objectives and cause action or understanding

Skill in:

- Skilled in the use of complex electronic analyzing equipment
- Skill in networking with peers and professional organizations to ensure up-to-date information regarding advancements and best practices

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; **and**
3. Possession of an APCO (Association Public-Safety Communications Officials) technician certification within one (1) year of hire date

WORKING ENVIRONMENT: Working environment is primarily indoors and occasionally outdoors and in inclement weather; and requires travel to all City locations to perform installation and maintenance work. Technicians may be required to be on call, which includes overtime with little or no notice.

EEO Code: E-02

Group: Engineering, Planning, and Technical

Series: Communications Operations and Maintenance