

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION An Equal Opportunity Employer

POSITION TITLE: Communications Technician
DIVISION: Emergency Management and Homeland Security Agency
CIVIL SERVICE STATUS: Unclassified
EMPLOYMENT STATUS: Permanent, Full-time
REPORTS TO: EMA Director

CRITICAL CHARACTERISTICS:

- Efficient
- Self-driven
- Organized
- Patient
- Accurate
- Persistent
- Curious
- Demonstrates regular and predictable attendance.
- Ability to manage multiple tasks and projects simultaneously.
- Ability to maintain confidentiality of information.
- Knowledgeable of critical radio functions.
- Customer service focus.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- 60% - Radio and Communication Operations:
 - Maintains accurate inventory of radios used on the County's radio networks and those owned by the County, to include equipment.
 - Maintains cache radios in working order and ensures batteries are ready for immediate deployment.
 - Develops and/or maintains accurate records regarding maintenance of radios including, but not limited to uploading updated code plugs, firmware, alignment, Link Layer Authentication, etc.
 - Assists in or coordinates the maintenance of radio paging equipment.
 - Operates computer and software necessary to program control, portable, and mobile radios.
 - Operates test equipment to perform routine maintenance of radios.

- Coordinates and manages the radio tower site.
- Attends training to maintain proficiency in radio programming and maintenance.
- Develops and provides training on radio use and maintenance.
- Keeps track of FCC licenses and applies for renewal as needed.
- Coordinates outdoor warning siren communications with vendors and jurisdictions.
- Assists in safety communication practices with public, partners, and stakeholders.
- Safely operates county vehicles including pickup trucks, SUV, and UTV.
- Assists Director in handling routine and specialized inquiries from the public, public safety officials, community organizations, government officials, and others.
- Assists Director in managing grants, programs and projects related to the mission of the organization.
- Updates documents in standard operating guidelines and procedures, resource manual, and plans (County Channel Plan; Communications Plan).
- Answering telephones.
- Acts as a Visual Observer during UAS (drone) missions.
- Assists in Emergency Operations Center (EOC) activations, as needed.
- Participates in Community Emergency Response Team (CERT) trainings and meetings.
- Assists in the development and conduct of a variety of exercises.
- Assists in the management of Active 911, Everbridge Mass Notification, and other software and applications unique to EMA.
- Assists in the setup of the EOC and deployment of the Mobile Command Center (MCC).
- Coordinates with Ohio Multi-Agency Radio Communication System (MARCS) to develop and upload code plugs/templates for County radio customers.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules, and regulations.
- 25% - Represents Agency by serving as a liaison between staff and interested parties including attending meetings as delegated by Director (e.g., ARES, Fire Chiefs Association, Law Enforcement Leaders, radio customers, etc.).
- 10% - Attends training, meetings, and conferences as necessary. Travels to and participates in discussions, meetings, and serves on panels or committees; attend workshops, committees, and boards.
- 5% - All other duties as assigned.

MINIMUM QUALIFICATIONS:

- Minimum of one year's experience working with or using public safety or military radios.
- Ability to work with many entities during routine operations and emergencies to resolve the situation, deal with a number of variables & determine/recommend specific courses of action, prepare and maintain accurate reports and records, develop, analyze & evaluate complex data, effectively communicate in both oral & written formats.
- Ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise, and accurate reports.
- In good standing with Ohio MARCS.

PREFERRED QUALIFICATIONS:

- Functional knowledge of Harris, Motorola, and Tait radios.
- Experience with Viavi Service Monitor (tuning and alignment).
- Experience with radio programming software.
- Experience with mobile radio installation procedures.

COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

CAMEO, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, email, geographic information systems (GIS), programming software, and other miscellaneous County related software applications.

EQUIPMENT OPERATED

Copiers, digital scanning devices, digital camera, personal computer and peripheral devices in a networked environment, telephone, two-way radio, fax, laptop with LCD projector and Global Positioning Systems (GPS) devices, unmanned aerial systems (drone), specialized tools and machinery related to public safety, emergency management, and homeland security (i.e., power generators, radiation monitoring equipment, etc.).

ADDITIONAL WORKING CONDITIONS

- Evening/weekend meetings, workshops, or assignments may be required.
- May be requested after normal working hours by telephone, radio, and/or by other means in case of disasters, emergencies, or other events as required.
- Ability to climb in and out of vehicle trunks or cargo compartments, heavy machinery, and other places where radio equipment is installed.

- Occasional travel within the County and to neighboring Counties may be required.
- May be required to drive in inclement weather.
- May require working in adverse weather conditions for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow and ice
- May be exposed to noise, vibration, physical hazards, odors, dusts or poor ventilation.
- Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected.

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid Ohio Driver's License.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

A background check, pre-employment drug screen, and loyalty oath (O.R.C. 5502.21) are required for employment to allow access to the EMA, Homeland Security, E-911, and emergency communications information.

Radio training will be paid for by Pickaway County. If accepted for the position and receive training, a 3-year commitment is required or else the training fees must be paid back to the county by the applicant.

Emergency Management and Homeland Security Agency
Communications Technician
Commissioners Office

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Approval of Appointing Authority

Date

Employee Signature

Date

Date Adopted:

Date Revised: 11/1/23