



911 Radio Systems Coordinator

Category: Classified/Excluded
Pay Grade: C26
Job Code: 10812

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs specialized, technical and administrative work assisting in the creation, planning, coordination, development, installation, implementation, and maintenance of the Pinellas County Intergovernmental 800 MHz Radio Communications System. This position is responsible for the technical readiness of emergency communications equipment and implementation of plans and procedures, reviews questions of important technical or administrative nature with upper level management before final action and may direct the activities of other technical personnel.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists in the management of the countywide 800 MHZ trunked radio system, including the development and implementation of Radio System Enhancements;
- Coordinates with and assists other using departments, agencies, and municipalities regarding radio communications systems requirements, utilization, and resolving technical problems;
- Coordinates with the FCC, vendors, contractors, or other agencies regarding technical and administrative planning, procurement, installation, operation, and maintenance of radio systems;
- Manages radio tower sites;
- Researches and assists in the development of comprehensive communications plans for using departments, agencies and municipalities;
- Creates and implements programs for communication equipment across multiple system platforms;
- Coordinates and supervises the procurement, installation, servicing and testing of audio equipment including receivers, transmitters, antenna systems, microwave systems, and power supplies;
- Coordinates and assists in preparing technical procurement and operational specifications for radio communication systems and equipment;
- Assists in conducting communications need assessment research and develops comprehensive recommendations for long range telecommunication plans;
- Attends and makes presentations to departments and agencies operating on the system;
- Programs radios to operate on the system;
- May supervise work of personnel assigned to Radio & Technology during emergencies, training exercises and equipment tests;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of technical and related experience in communication systems planning and management to include lead worker in support of modern radio communication systems and responsibility in Motorola trunked radio systems, or an Associate's degree or technical certificate in radio communication equipment field, electrical engineering, or other related field and two (2) years of experience as described above, or a

Bachelor's degree in electrical engineering or related field; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Employee's name must not appear on the Health & Human Services exclusion list.
- Employee to obtain and maintain a Florida Department of Law Enforcement (FDLE) and Criminal Justice Information Services (CJIS) Level 1 - Security and Awareness certification within six (6) months of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills, and Abilities:

- Knowledge of the theory, principles, techniques and practices in radio communications;
- Knowledge of radio systems management, development, and operation;
- Knowledge of local, state, and federal rules, regulations and standards pertaining to radio communications installation and operation, licensing and construction of radio sites and towers;
- Knowledge of automotive electrical systems and their operating characteristics, with specific regard to radio communications;
- Knowledge required for possession of General Class Radio Amateur License;
- Ability to apply computer applications and software;
- Ability to personally interact with user groups and general public;
- Ability to direct work of others and present ideas and findings clearly and concisely, in written or oral form.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment that is safe and secure but may periodically have unpredicted requirements or demands.