



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 448.1

Job Title: **COMMUNICATIONS TECHNICIAN**

Pay Grade: 15

### **GENERAL SUMMARY:**

Performs skilled technical tasks in the installation, maintenance and repair of City communications systems, including mobile and base-station radio systems, microwave systems, and data communications and telephone network systems.

### **RESPONSIBILITIES:**

- Repairs, calibrates and maintains two-way microwave and multiplex equipment, tone alerting devices, teleprinters, electronic sirens, public address systems, computer interface and related equipment.
- Installs various types of electronic equipment; diagnoses and repairs malfunctions; performs periodic preventive maintenance.
- Performs in-shop and field repairs of communication system components, such as microwave cards, mobile radios and pagers.
- Maintains inventory records of parts and equipment serial numbers.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's degree in Modern Electronics or a closely related field.

#### **EXPERIENCE:**

One year of practical electronics work experience is required.

Practical electronics work experience may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Communications Technician  
Senior Communications Technician  
Assistant Communications Supervisor  
Communications Technician Supervisor

*Effective Date: October 1990*

*Revised Date: July 2000*