



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 448.2

Job Title: **SENIOR COMMUNICATIONS TECHNICIAN**

Pay Grade: 19

### **GENERAL SUMMARY:**

Schedules and reviews subordinates' work and 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:**

- Trains, schedules and assigns work to subordinate technicians and trainees. Serves as lead technician in the repair of communications equipment. Assists with unusual or difficult installations and repairs.
- Analyzes the installation and maintenance of communications equipment; diagnoses and repairs malfunctions; performs periodic maintenance.
- Troubleshoots and performs in-shop and field functions to repair, install, remove and/or relocate systems, components and equipment.
- Monitors radio systems and communications centers.
- May be responsible for monitoring and troubleshooting a large IBM/VTAM/CICS network using NETVIEW.
- May perform software maintenance and customization of IBM 3270 type cluster control units.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

**Police Department:** Requires attainment of the FCC General Radio/Telephone Operator License within eight months of employment. Preference will be given to individuals presently maintaining an FCC 1st Class Radio/Telephone Operator License.

#### **EXPERIENCE:**

Two years of practical electronics work experience are required.

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

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **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*