

<b>Job Class Code: 1252</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

### GENERAL DESCRIPTION

The purpose of the job classification (class) is to provide leadership and technical expertise in the development and administration of the City's wireless communication systems. The job class works under limited supervision and within broad policy and organizational guidelines, independently plans and implements projects, and reports the progress of major activities through periodic conferences and meetings.

### **ESSENTIAL TASKS**

- Oversees the operation and maintenance of wireless communication systems.
- Responsible for overseeing and coordinating the planning and management of wireless communications systems and networks to include the repair and maintenance of large scale audio/data wireless communications systems equipment and board-level components, ensuring uninterrupted functionality and security; researches and analyzes new technologies.
- Manages the planning, acquisition, licensing, and use of licensed and unlicensed spectrum in support of City public safety, Internet of Things (IOT) and smart-city objectives. Manages associated relationships with federal regulators; federal, state and local agencies; and licensing and frequency coordination groups.
- Oversees and develops short and long-term strategic goals pertaining to the planning, development, design and operational processes.
- Oversees procurement activities for all wireless communications hardware, software, and contractual services to include making budget recommendations, monitoring expenditures, coordinating vendor contracts, and reviewing and analyzing billing processes. Administers all maintenance contracts related to the wireless communication systems, and tower sites.
- Establishes and administers standards, policies, and procedures.
- Manages maintenance upgrades of existing systems; manages projects to include new system installations or upgrades. Works with regional partners on interoperability and shared wireless networks.
- Serves as the City's Communications Unit Leader (COML) and reports to the Logistics Section Chief during the activation of the Emergency Operations Center.
- Develops plans for the effective use of incident communications equipment and facilities, manages the distribution of communications equipment to incident personnel, and coordinates the installation and testing of communications equipment in accordance with the Department of Homeland Security guidelines
- Programs the radio system, mobile, and portable radios.
- Designs and sets up zones, talk groups, and channels.
- Designs and performs programming within the radio system reports and usage statistics.
- Troubleshoots and coordinates with vendors the maintenance and repair of various communications equipment (microwave, mobile and fixed radio transmitters and receivers, UPS and general equipment at remote tower sites, telephone equipment and devices).
- Manages the radio inventory database; renews and applies for new federal radio licenses.
- Maintains record system for area of responsibility; processes daily paperwork including reports, requisitions, and personnel information.
- Attends or conducts staff and other professional meetings to exchange information.
- Performs other related duties as assigned.

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and administrative, professional, and information system practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements and logarithmic or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, or mathematical classifications or schemes. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports and other written materials using proper language, punctuation, grammar, and style.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Requires thorough knowledge of proper procedures related to wireless communications technology including techniques, tools, and equipment used to install, maintain, and repair wireless communications systems and sub-systems.</li> <li>• Requires knowledge of electronic and wireless theory including digital, analog, radio frequency trunked systems, and circuitry is needed as well as knowledge of internet remote access technology.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Must be skilled in the use of the Microsoft Office Suite, Adobe Acrobat Professional, GIS software/programs, and related software.</li> <li>• Must be skilled at using logic and reasoning to understand, analyze, and evaluate complex situations; performing additional research to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Must be able to develop and maintain cooperative and professional relationships with employees at all levels of management to include representatives from other departments and organizations.</li> <li>• Must be able to communicate ideas effectively, including the preparation of detailed reports and logs. Must be able to communicate technical information in a clear and concise manner that is understood by a wide audience.</li> </ul>

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in electronics, electrical engineering, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this job class requires a minimum of four years of related, full-time equivalent experience.

<b>Special Certifications and Licenses</b>	A valid FCC General Class Radiotelephone operator's License, or the ability to obtain one within 6 months of hire is also required. Requires a valid driver's license and driving record in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

<b>PHYSICAL REQUIREMENTS</b>	
<b>Environmental Exposures</b>	Essential functions are regularly performed without exposure to adverse environmental conditions.
<b>Sensory Requirements</b>	Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.
<b>Physical Requirements</b>	Requires the ability to exert light physical effort in sedentary to light work. Requires some lifting, carrying, pushing and/or pulling of objects and materials of light weight (< 20 pounds). Tasks may involve extended periods of time at keyboard or work station and working with and around computer equipment, generators and UPS systems. Requires ability to climb a six-foot ladder and work in confined space such as a radio tower shelter.

<b>AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS</b>	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	

*This is a job class specification and not an individual position description. A job class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*