

Position Code: 2330	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to repair and maintain two-way radios, telephone systems, electronic equipment, computers, terminals and components. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS

- Serves as systems administrator, troubleshoots and maintains computers, printers and cable system.
- Troubleshoots workstations, servers and software.
- Maintains toll collection system and computers.
- Maintains sign control and data acquisition system.
- Maintains AM/FM radio rebroadcast system, emergency lights, fog signals, and controls.
- Installs and maintains hydrographic survey and GPS navigational equipment and systems.
- Assists in developing specifications and technical quotes for new and replacement equipment.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Computes or performs arithmetic operations using data or information.
Interpersonal/People Involvement	Speaks or signals to people to convey or exchange information.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences, areas, and volumes; may compute ratios, rates, and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports and forms; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in electronics and computer equipment and systems.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

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.

City of Chesapeake

Class Title: Electronics/Communications Technician

This is a class specification and not an individual position description. A 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.