

Cascade County

Job Vacancy Announcement

Position: Communications Technician	Closing Date: Open Until Filled
County Department: Public Works	Dept. Admin.: Brian Clifton
Type of Position: Full-Time	Salary: \$23.00-\$27.06 per hour DOE
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Communications Technician (Technician) provides the installation, maintenance and repair as well as oversight of installation, maintenance and repair by private sector vendors of all communications equipment used by Cascade County including, but not limited to, the Public Works Department, Sheriff's Office, Rural Fire Departments, Ambulance Services, Aging Services, Juvenile Detention Center, County Courthouse, Executive Plaza, Annex, City-County Health Department and non-County departments such as Search and Rescue and Rural Quick Response Teams and will perform other related duties as required or assigned. The Technician is responsible for the installation, maintenance and repair of the Cascade County telephone system and all radio communications equipment to include County vehicles, County facilities and non-County agencies serving Cascade County. The Technician will oversee the installation of work hired out to the private sector. The Technician's work is performed under the general direction and supervision of the Public Works Deputy Director and Director.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Installation, maintenance, repair of all telephone communications equipment used by Cascade County, installation, maintenance, repair of all radio communications equipment used by non-County agencies serving Cascade County, oversight on installation, maintenance, repairs of all communications equipment installed by vendors for Cascade County, all communication services to the Sheriff's Department, installation, maintenance, repair of all vehicle equipment such as two-way radios, scanners, sirens, light bars, spotlights and flashlight chargers, RF-shielded radar power receptacles and other special application devices, repair and maintenance of hand-held portable radios, inspections and visits to remote communication sites around the County, practice exceptional customer service skills establishing and maintaining professional working relationships with other employees, officials and all members of the general public, perform work in the field, in and around the County, on the Public Works Department equipment.

Knowledge and understanding of: Electronics education and mechanical skills.

Skills in: Installation, maintenance and repair of all radio communications equipment, installation of all vehicle equipment such as two-way radios, scanners, sirens, light bars, spotlights and flashlight chargers, RF-shielded radar power receptacles and other special application devices, installation and removal of equipment on a wide range of vehicle types, repair and maintenance of hand-held portable radios, use and maintenance of eleven (11) repeater stations and many other base and control stations, operation of video and audio surveillance equipment, electric door controls and various alarm circuits.

Ability to: Work with hand tools, soldering equipment, metal fabrication and wire systems, read schematic diagrams, work in extreme weather conditions, reach a logical conclusion after considering a large number of unrelated pieces of information, safely operate a four-wheel drive vehicle.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have:

Education/Experience/Training:

- Three (3) years communications experience required;
- Two (2) years electronics training preferred;
- Must be familiar with Motorola Trunked Radio System preferred;
- Working knowledge of County radio communications equipment preferred;
- Working knowledge of Avaya telephone systems preferred.

Certifications:

- Valid Driver's License issued by the State of Montana;
- General Class Federal Communications Commission (FCC) Radio Telephone Operators License preferred;
- Personal Communications Industry Association (PCIA) preferred;
- Association of Public-Safety and Communications Officials (APCO) preferred.

Sheriff's Office Employment Statement:

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment in this position as this position will have contact with the Sheriff's Department.

The successful applicant shall serve a 6-month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. Applicant must possess a valid MT Driver's License or be able to obtain one within 30 days of hire.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER