



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: Communications Technician
Schedule: Full-time with Benefits
Department: Public Works

Salary: \$24.00 - \$28.06 per hour DOE
Closing Date: Open Until Filled
Department Administrator: Les Payne

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.

JOB SUMMARY

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.

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, practices, tools, equipment and techniques associated with communications trade, standard hand and power tools and equipment used in communication activities, long-range planning techniques and procedures, exceptional organizational, interpersonal and customer service skills, safety standards/precautions pertaining to communication equipment, safety procedures and practices.

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, educating and encouraging others to follow practices and procedures to accomplish work objectives, communicating effectively both verbally and in writing, interacting with a wide range of customers.

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 numerous unrelated pieces of information, safely operate a four-wheel drive vehicle, read and follow MSDS for various items, perform heavy manual labor, including bending, stooping, reaching, carrying and lifting heavy objects weighing up to 100 lbs.,

to perform activities such as lifting overhead, twisting, climbing ladders and stairs, repetitive arm motion below, at and above shoulder level using manual dexterity of both hands and feet, walk 3-5 miles per day on a variety of surfaces such as concrete, pavement, dirt and grass, work while wearing required personal safety equipment which includes gloves, safety glasses, etc., estimate materials and time required to complete various tasks, prepare accurate and reliable reports, when needed. follow oral and written instructions, work independently and as a team member, demonstrate punctuality and observe work hours, work collaboratively with management and co-workers, observe established lines of authority, interact with the public or other employees in a pleasant and courteous manner, establish and maintain effective working relationships with supervisor, co-workers and building occupants, exercise sound judgment within established policies and procedures, work extended hours, nights, weekends and holidays as needed.

The successful applicant shall serve a 1-year probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

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