# Radio Frequency Technician I

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 05/19**

**Job Summary:** Responds to ongoing maintenance and repair calls; performs maintenance and repair services of the radios; installs, removes, and performs general maintenance on mobile radios, audio, and visual signaling equipment for designated vehicles; performs other duties as assigned.

**Essential Functions:**

1. Provides installation and maintenance to mobile and portable radios operational on the county’s NextGen radio system;
2. Provides installation and maintenance to visual\audio signaling equipment on response vehicles;
3. Performs repairs and designated preventative maintenance activities on installed County Sirens;
4. Documents all activities including work tickets, supplies and parts used, as well as other various service records;
5. May assist with the installation, maintenance, and repair of the radio communications system infrastructure and other electronic systems;
6. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Knowledge of department practices and procedures;
4. Knowledge on the setup, use, maintenance, and repair of electronic test equipment appropriate to the radio communications industry;
5. Working knowledge of electronic equipment installation in vehicles and vehicle electrical systems;
6. Proficient in radio hardware and software configurations;
7. Ability to prioritize work orders;
8. Ability to keep accurate records;
9. Ability to operate relevant computer systems, including hardware and software, and simple office machines.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. One or more years of experience testing, maintaining and repairing radio equipment or at least 3 years’ experience as an electronic repair technician;
3. Successful completion of required training programs associated with the St. Mary’s County radio communications system;
4. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires occasional demand for light to moderate physical effort, including lifting or handling equipment of 30 pounds or less.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working with electronic/electrical parts and systems.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date