# Radio System Manager

**Grade: 9**

**FLSA: Exempt**

**Date: 1/23**

**Job Summary:** Coordinates and responds to ongoing maintenance and repair calls; performs and/or coordinates the maintenance and repair services of the radios; installs, removes, and performs general maintenance on mobile radios for designated vehicles; performs other duties as assigned. Work is performed under direction of the Deputy Director of Emergency Services.

**Essential Functions:**

1. Coordinates and provides installation and maintenance for mobile radios operational on the county’s NextGen radio system;
2. Coordinates and provides installation and maintenance of visual and audio signaling equipment on response vehicles;
3. Coordinates and ensures regular scheduled preventative maintenance is performed on the installed County Sirens;
4. Ensures adequate spare parts and supplies are on-hand to maintain operations for all supported functions;
5. Responsible for the accurate documentation of inventories and all activities including work tickets, supplies and parts used, as well as other various service records;
6. May assist with the maintenance and repair of the radio communications system infrastructure and other electronic systems;
7. 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. Expert knowledge of department practices and procedures;
4. Expert 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. Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
7. Ability to supervise and motivate assigned staff;
8. Ability to prioritize and multitask;
9. Ability to review and analyze existing information and make informed and sound decisions;
10. Ability use available resources to research information;
11. Ability to keep accurate records;
12. 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. Two years or more as a 2-way radio technician with experience that includes testing of radio equipment, maintenance and repair capabilities; at least two years of supervisory experience associated with radio repair services and at least two years of hands on technical experience with computerized management systems;
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