

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION An Equal Opportunity Employer

POSITION TITLE: Communications Technician
DIVISION: Emergency Management and Homeland Security Agency
CIVIL SERVICE STATUS: Unclassified
EMPLOYMENT STATUS: Permanent, Part-time
REPORTS TO: EMA Director

CRITICAL CHARACTERISTICS:

- Efficient
- Patient
- Accurate
- Persistent
- Curious
- Demonstrates regular and predictable attendance.
- Ability to manage multiple tasks and projects simultaneously.
- Ability to maintain confidentiality of information.
- Knowledgeable of critical radio functions.
- Customer service focus.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- 60% - Radio Maintenance and Operations:
 - Maintains accurate inventory of County owned radios and equipment.
 - Maintains cache radios in working order and ensures batteries are ready for immediate deployment.
 - Develops and/or maintains accurate records regarding maintenance of radios including, but not limited to uploading updated code plugs, firmware, alignment, Link Layer Authentication, etc.
 - Assists in or coordinates the maintenance of radio paging equipment.
 - Operates computer and software necessary to program control, portable, and mobile radios.
 - Operates test equipment to perform routine maintenance of radios.
 - Attends training to maintain proficiency in radio programming and maintenance.
 - Develops and provides training on radio use and maintenance.

- Safely operates county vehicles including pickup trucks, SUV, and UTV.
- Assists Director in handling routine and specialized inquiries from the public, public safety officials, community organizations, government officials, and others.
- Assists Director in managing grants, programs and projects related to the mission of the organization.
- Updates documents in standard operating guidelines and procedures, resource manual, and plans (County Channel Plan; Communications Plan).
- Answering telephones.
- Acts as a Visual Observer during UAS (drone) missions.
- Assists in Emergency Operations Center (EOC) activations, as needed.
- Participates in Community Emergency Response Team (CERT) trainings and meetings.
- Assists in the development and conduct of a variety of exercises.
- Assists in the management of Active 911, Everbridge Mass Notification, and other software and applications unique to EMA.
- Assists in the setup of the EOC and deployment of the Mobile Command Center (MCC).
- Coordinates with Ohio Multi-Agency Radio Communication System (MARCS) to develop and upload code plugs/templates for County radio customers.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules, and regulations.
- 25% - Represents Agency by serving as a liaison between staff and interested parties including attending meetings as delegated by Director (e.g., ARES, Fire Chiefs Association, Law Enforcement Leaders, radio customers, etc.).
- 10% - Attends training, meetings, and conferences as necessary. Travels to and participates in discussions, meetings, and serves on panels or committees; attend workshops, committees, and boards.
- 5% - All other duties as assigned.

MINIMUM QUALIFICATIONS:

- Minimum of one year's experience working with or using public safety or military radios.
- Ability to work with many entities during routine operations and emergencies to resolve the situation, deal with a number of variables & determine/recommend specific courses of action, prepare and maintain accurate reports and records, develop, analyze & evaluate complex data, effectively communicate in both oral & written formats.
- Ability to communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public,

exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise, and accurate reports.

PREFERRED QUALIFICATIONS:

- Functional knowledge of Harris, Motorola, and Tait radios.
- Experience with Viavi Service Monitor
- Experience with radio programming software
- Experience with mobile radio installation procedures

COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:

The following is the common technology used in this position and is not all inclusive.

CAMEO, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, intranet, electronic resources, internet, email, geographic information systems (GIS), and other miscellaneous County related software applications.

EQUIPMENT OPERATED

Copiers, digital scanning devices, digital camera, personal computer and peripheral devices in a networked environment, telephone, two-way radio, fax, laptop with LCD projector and Global Positioning Systems (GPS) devices, unmanned aerial systems (drone), specialized tools and machinery related to public safety, emergency management, and homeland security (i.e., power generators, radiation monitoring equipment, etc.).

ADDITIONAL WORKING CONDITIONS

- Evening/weekend meetings, workshops, or assignments may be required.
- May be requested after normal working hours by telephone, radio, and/or by other means in case of disasters, emergencies, or other events as required.
- Ability to climb in and out of vehicle trunks or cargo compartments, heavy machinery, and other places where radio equipment is installed.
- Occasional travel within the County and to neighboring Counties may be required.
- May be required to drive in inclement weather.
- May require working in adverse weather condition for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow and ice
- May be exposed to noise, vibration, physical hazards, odors, dusts or poor ventilation.
- Occasional exposure to verbally hostile or confrontational citizens and/or public groups may be expected.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Valid Ohio Driver’s License.

COMPENSATION AND BENEFITS

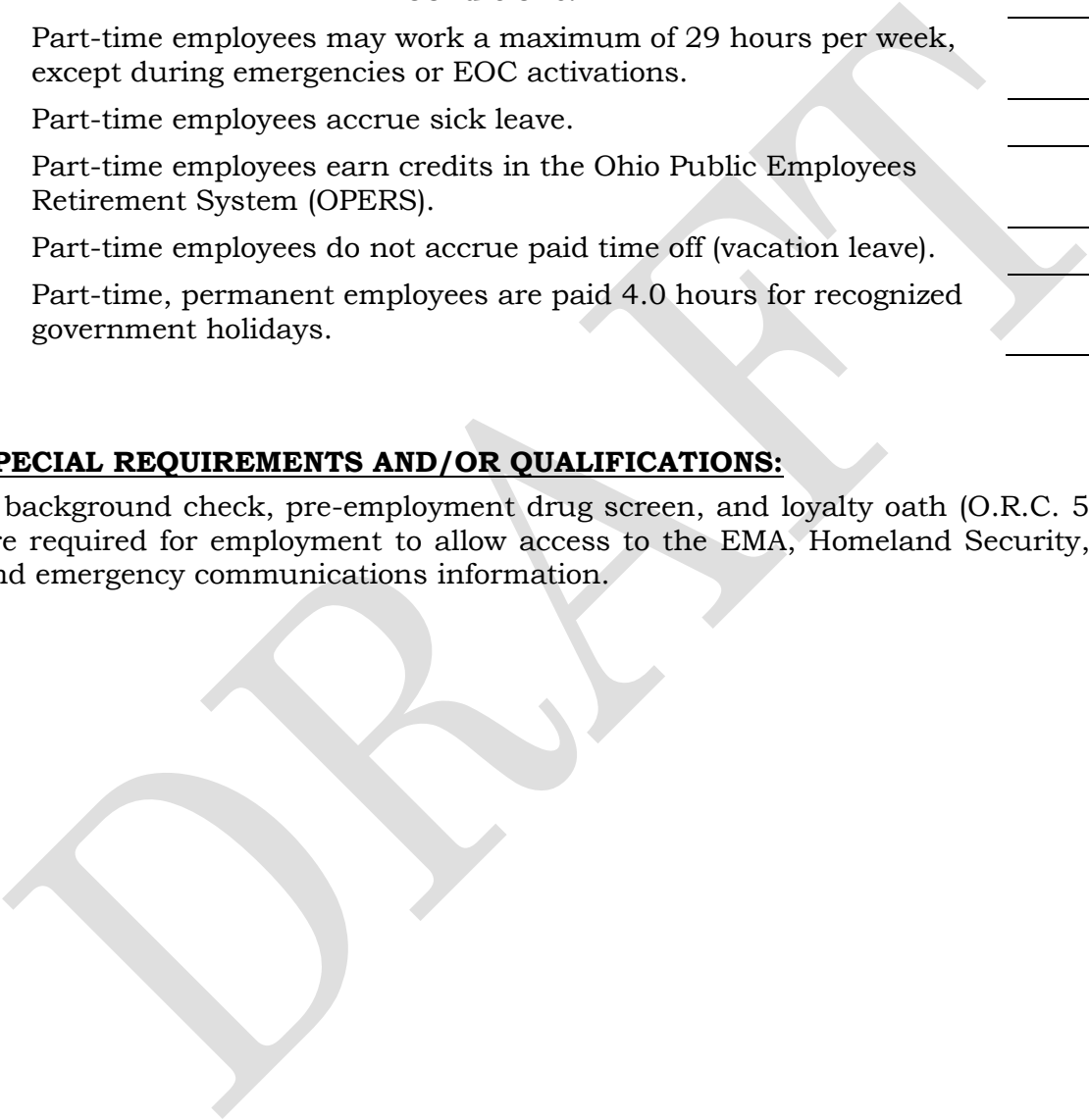
Conditions:

Initials:

- Part-time employees may work a maximum of 29 hours per week, except during emergencies or EOC activations.
- Part-time employees accrue sick leave.
- Part-time employees earn credits in the Ohio Public Employees Retirement System (OPERS).
- Part-time employees do not accrue paid time off (vacation leave).
- Part-time, permanent employees are paid 4.0 hours for recognized government holidays.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

A background check, pre-employment drug screen, and loyalty oath (O.R.C. 5502.21) are required for employment to allow access to the EMA, Homeland Security, E-911, and emergency communications information.



**Emergency Management and Homeland Security Agency
Communications Technician
Commissioners Office**

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

_____ *Approval of Appointing Authority* _____ *Date*

_____ *Employee Signature* _____ *Date*

Date Adopted:
Date Revised: 11/1/23