

SHAWNEE COUNTY, KANSAS
Position Description
Assistant Radio Network Administrator

POSITION CONTROL NUMBER: SH1509A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position will perform a wide range of technical tasks associated with the installation, maintenance, and repair of radio communications, network and computer equipment specifically utilized by Shawnee County Emergency Communications. Performs routine maintenance and grounds keeping functions at all radio tower sites within Shawnee County. Performs other duties as assigned. This position is supervised by the Radio Network Administrator.

WORK PERFORMED

- 40% Radio Programming Support, Installation and Testing.** Creates codeplug programming templates, develops codeplug programming, programs subscriber units, tracks radio performance with service monitor and ensures overall system reliability. Installs base and mobile communications equipment conforming to safety and R56 standards. Performs functions associated with the installation, programming, maintenance, and repair of personal computers, servers, radio equipment, console equipment, networking equipment and other end-user devices specific to Emergency Communications use.

- 30% Procurement.** Obtains quotes, places orders, and documents purchases of radio network proprietary equipment and parts.

- 10% Maintenance.** Performs routine maintenance at Shawnee County Radio Tower Sites. Maintains radio tower site grounds and security.

- 10% Network Support.** Assists with troubleshooting and maintenance at network and system levels. Diagnoses system alarms and issues; proactively researches and solves problems as needed.

- 5% Documentation.** Coordinates with other team members in maintaining appropriate records regarding equipment deployment. Creates or updates documentation as needed to describe installation procedures or changes in equipment location or status.

- 5% Other assignments as directed.**

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Radio communication fundamentals – simplex, repeated and P25 operations.
- Differences between frequency, channel and talk-group.
- Basic understanding of trunking fundamentals.
- Basic IP architecture and infrastructure equipment.
- Radio network standard currently in operation within Shawnee County.
- Standards of electrical wiring in vehicles – use of fuses, proper grounding, RF terminal terminations, antenna installation, NMO standards, etc.
- The tools, materials and skills associated with providing and maintaining personal computer systems, networking, and data transport equipment.
- Microsoft Windows and Microsoft Office.
- Public Safety communications and criticality of operations.
- Use of two-way radio equipment.
- Commercial grade lawn equipment

Ability to:

- Perform problem analysis and repair troubles in a logical and efficient manner at network, system, and end-user levels.
- Establish and maintain effective working relationships with vendors, department heads, and other employees.
- Understand and execute oral and written instructions.
- Communicate effectively, both orally and in writing, using the English language.
- Be proactive and research solutions to potential technical issues.
- Self-educate on P25 equipment operation and become proficient with technical support of equipment in use within Shawnee County.
- Perform physical maintenance and grounds keeping tasks

Skill in:

- The use of computer software and applications.
- Organizing and prioritizing work orders.
- Working with small hand tools and power tools.
- Working with commercial grade lawn equipment
- Good communication, with an emphasis on maintaining good customer relations.

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PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation		X		
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-50 lbs.			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.			X		Twisting			X		Cramped Body Position		X		
Pushing/Pulling			X		Squatting			X		Sustained Positions			X	
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground			X	
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision			X		Carrying			X		Irregular Surfaces			X	
VOICE					Climbing			X		Moving Objects		X		
Talking			X		Jumping	X				In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in				
Hearing			X		Lifting-50 lbs.			X		Temperature and Humidity			X	

EQUIPMENT USED

Personal Computer	Fax Machine	Aeroflex 3920B	Over the Air RF
Lawn mower & tools	Hand Tools	Service Monitor	Alignment
Printer	Cable Testers	Spectrum	Analyzer
Photocopier	Soldering Irons	Analyzer	Cable Analyzers
Telephone	Two-Way Radio	Power Supplies	
Office Furniture	Equipment		

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- One (1) year technical training and/or experience in the installation, maintenance, and repair of radio communications equipment, personal computer systems, networks, and equipment. Additional experience in one of the above areas may be considered in exchange for lack of experience in all of the above. Amateur Radio licenses are considered experience.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
 - Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5)

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years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass a background investigation, pre-employment physical/drug screen, and a review of driving record.
- Required to be subject to rotation on-call scheduling.
- Required to work in all-weather environments during system critical outages.
- Required to lift fifty (50) pounds.
- Cannot be color-blind.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 02/05
Revision History: 09/22