

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: SUPERVISOR, RADIO SYSTEMS – JDC134

Exempt: No

Pay Grade: T730

Approved/Reviewed By: Sheriff Darren Weekly

Job Type: 7334T

Department: Office of the Sheriff

Date: 01-10-23

General Duties: Douglas County Sheriff's Office Radio Shop is responsible for all aspects of the Douglas County owned portion of the Statewide Digital Trunked Radio System (DTRS), all the associated equipment owned by the 46 agencies we support, all the other two-way radio communications systems in the county and COML support for the major incidents, IMT, MCP, IDT and on an as-needed basis for exercises or planned events.

Supervision Exercised: Direct supervisor over Radio Systems Specialist(s) and Radio System Networks Administrator(s).

Supervision Received: Works under general supervision of the Division Chief of the Support Services Division.

Essential Duties and Responsibilities: (The following examples are illustrative only and are not intended to be all-inclusive.)

- Supervise the Radio Systems Team who is monitoring a 24 hours/7 days operation.
- Provide supervision, mentorship, training, and coordination for the Radio Systems team while demonstrating a vast knowledge of all systems and functions to support each individual member's needs.
- Technical and project management initiatives that require coordination and communication with other county agencies, contractors, and utility partners.
- Orchestrate and implement new systems to support the dispatch center, Douglas County Sheriff's Office, and surrounding agencies.
- Active management of all Douglas County owned radio systems, actively coordinate and implement utilization of radio-based systems. Evaluate and assist with review of mobile and data solutions and wireless technologies.
- Performs programming, maintenance, trouble shooting, and repair of all assigned electronics and associated radio equipment to include, but not limited to, mobile, portable two-way, base stations, radio repeaters, pagers, mobile data terminals, electronic uninterruptable power supplies (UPS), dispatch consoles, microwave systems and tower sites. Maintain system documentation.
- Configures network routers, audio switches, and hubs to optimize network communications and troubleshoot system errors and bugs. Maintains and monitors network servers and communications for acceptable performance and user accessibility, creates monitoring and usage reports, logs, and statistics.

- Configuration, administration, installation, update, and support of specialized applications servers, including user database, zone controller, zone manager, and console database server.
- Tests and analyzes all elements of the radio network infrastructure, including power, communications lines and devices, servers, routers, switches, and hubs.
- Provides first-level advanced technical support (in-house expert) for network, application, and other critical operations of radio systems. Analyzes, designs, implements, and maintains formal written technical and user-level procedures and configuration standards.
- Monitors MOSCAD microwave alarm system, system manager network, and zone controller network. Responds to reported problems.
- Coordinates programming of talk groups and features of the 800 MHz trunking system with existing and new users.
- Reviews and updates all radios and parts inventories. Maintains equipment history cards. Monitors repair parts inventory, tests, and repairs equipment.
- Evaluate wireless technology applications.
- Coordinate, update, and review FCC licenses to adhere to regulatory standards.
- Evaluate, test, and implement new digital trunking technology.
- Program radios, base units, and system controllers.
- Monitor emergency alerting systems.
- Develop and implement training for all radio users contracted through the Douglas Regional 911 Center.
- Responsible for assisting user agencies in troubleshooting and resolving radio issues.
- Responsible for back-up design, completion, and retrievals.
- Responsible for system performance monitoring via reports and test equipment.
- Recommends plans for future growth and additions including budgetary planning and configuring existing systems for growth and additions.
- Research, develop, maintain, and perform the installation of surveillance technology for ongoing investigations.
- Responsible for ordering, programming, and maintaining pagers for all county agencies.

Education and/or Experience:

- Bachelor's Degree in Electrical Engineering, RF Engineering, Computer Science, Business Management, or a closely related field.
- 8 years or more of proven success working on similar public safety or military systems preferred.
- 3 years of direct work experience leading or managing a functional support services team, help desk or field support (communications preferred).

Difficulty of Work/Consequence of Error: This is highly complex, responsible technical work administrating and maintaining radio communications systems of the Sheriff's Office. Consequence of error could result in the failure of the system to properly process radio traffic, store, retrieve and protect information potentially jeopardizing the safety of citizens and system users.

Special Requirements:

- Good physical and mental condition.
- Ability to deal with confidential information.
- Effective time management and organizational skills are required.
- Ability to remain calm and effectively communicate under adverse conditions.
- Ability to deal with high stress job.
- Develop expertise in gathering, interpreting, compiling, and analyzing technical data.
- Able to pass qualifying exams and background investigation.
- Requires a valid State of Colorado driver's license and good driving record.
- Must be capable of driving off road in extreme weather conditions.

Essential Functions:

Interpersonal Relationships: Work involves frequent contact with Sheriff's Office management staff, vendors, contractors, and all public safety agencies operating on the 800MHz-trunked system.

Language Skills: Ability to read and interpret electrical diagrams and instructions. Ability to communicate effectively both verbally and in writing.

Other Skills and Abilities: General knowledge of radio and communication systems. Maintenance of two-way radio equipment and subsystems. Knowledge of principles and practices of repair, maintenance, and calibration of electronic equipment. Knowledge of communications/radio test equipment. Knowledge of FCC and state regulations governing communications systems.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Physical Demands: Work requires frequent hand/eye coordination to repair equipment. Frequent operation of computer keyboard and electronic test equipment. Ability to work at remote sites and at elevations. Must be able to climb steep inclines at high altitudes with at least 50 lbs. additional weight. Must be able to lift a minimum of 100 lbs.

Work Environment: Work is usually performed in a typical office environment, outdoors, and in remote locations.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any, and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in

support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.