

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: RADIO SYSTEMS SPECIALIST

Exempt: No

Job Type: 7559T

Pay Grade: T750

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: This is responsible technical work as a system technician, troubleshooting and maintaining wireless technologies, the radio communications computer networks and hardware networks and digital microwave systems of the Douglas County Sheriff's Office's radio network.

Supervision Exercised: None.

Supervision Received: Works under general supervision of the Radio Systems Administrator.

Essential Duties and Responsibilities:

- Response to issues involving the radio systems is always required, 24 hours/7 days a week.
- Coordinate and implement utilization of radio-based systems. Evaluate and assist with review of mobile and data solutions and wireless technologies.
- Perform 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), consoles, microwave systems and tower sites. Maintain system documentation.
- Tests and analyzes all elements of the radio network infrastructure including power, communications lines and devices, servers, routers, switchers, and hubs under Douglas County's control.
- Monitor MOSCAD microwave alarm system, system manager network, and zone controller network for the Douglas County portion. Respond to reported problems.
- Coordinate radio programming of talk groups and features of the 800MHz trunking system with existing and new users.
- Review and update all radio and parts inventories. Maintain equipment history cards. Monitor repair parts inventory, test and repair equipment.
- Evaluate wireless technology applications.
- Coordinate, update and review FCC licenses to adhere to regulatory standards.
- Evaluate, test and implement a total digital trunking radio system.
- Program radios, base units and system controllers.

- Monitor emergency alerting systems.
- Responsible for assisting user agencies in troubleshooting and resolving radio issues.
- Responsible for ordering, programming, and maintaining pagers for all county agencies.
- Performs other duties as assigned.

Education and/or Experience: Generally, an Associates Degree in electronics, CIS, or a closely related field, OR, 1-2 years of equivalent radio, telephone or communication system repair and maintenance. Experience with mobile data systems and radio test equipment is preferred. Must have a good understanding of computers and networking.

Consequence of Error: This is highly responsible, technical work administrating and maintaining radio communications computer 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.

Essential Functions:

Interpersonal Relationships: Work involves frequent contact with Sheriff's Office management staff, vendors, contractors, and all public safety agencies contracted with Douglas County for communications services.

Language Skills: Ability to read and interpret electrical diagrams and instructions. Ability to communicate effectively both verbally and in writing with a variety of users.

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

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.

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 drive off-road in extreme weather conditions. Must be able to climb steep inclines at high altitudes with at least 50 pounds additional weight. Must be able to lift a minimum of 100 pounds.

Work Environment: Work is usually performed in a typical office environment but may extend to an outdoor environment and inclement weather.

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

Special Requirements:

- Good physical and mental condition.
- Ability to deal with confidential information.
- Strong computer skills.
- Ability to remain calm and effectively communicate under adverse conditions.
- Ability to deal with high stress job.
- Ability to interact effectively and professionally with the broad range of individuals encountered in a public safety environment.
- 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.

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 that 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.